

# PURCHASE REQUEST

FRIENDS WEEKI WACHEE SPRINGS STATE PARK  
 P.O. Box 5346  
 Weeki Wachee, FL 34611



DATE: \_\_\_\_\_

PR#: \_\_\_\_\_

**REFER TO BOARD POLICIES AND PROCEDURES RELATIVE TO BOARD PURCHASES**

PERSON REQUESTING: \_\_\_\_\_

PARK MANAGER SIGNATURE: \_\_\_\_\_

**VENDOR INFORMATION**

VENDOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**SHIPTO:**

Friends - Weeki Wachee Springs State Park  
 6131 Commercial Way  
 Weeki Wachee, FL 34606-1121

Item	Description	Quantity	Unit Price	Amount
<b>COMMENTS: (USAGE AND REQUIREMENT)</b>    			<b>Sub-Total</b>	
			<b>Grand Total</b>	

APPROVED       DISAPPROVED      DATE: \_\_\_\_\_ FWW PRESIDENT SIGNATURE \_\_\_\_\_

RATIFIED VIA EMAIL VOTE on MEETING DATE: \_\_\_\_\_

PURCHASE DOES NOT REQUIRE BOARD APPROVAL

\*SUBMIT THIS FORM WITH 3 QUOTES TO PRESIDENT OF FRIENDS OF WEEKI WACHEE

\*IF APPROVED, YOU WILL RECEIVE A COPY OF THIS INVOICE WITH THE ATTACHED QUOTES

\*THE ORIGINAL RECEIPT MUST BE ATTACHED TO YOUR COPY OF THIS FORM AND GIVEN TO THE SECRETARY AFTER PURCHASE

\*IF ADDITIONAL SPACE IS NEEDED FOR DESCRIPTION, PLEASE USE THE BACK OF THIS FORM OR ATTACH A SEPARATE PAGE