**Northtowns - *PURCHASE REQUEST***

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| CLUBHOUSE OR DEPT: |  |  | DATE: |  |
| ***Grant/Program Name:***  |  | (List grants separately) |  |  |
| VENDOR: |  |  |  |  |

 (One vendor per request form)

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| Quantity | Description:(Must include what program it will be used for, model, type, color, etc.) | Catalog No./website | Unit Cost | Total Cost |
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| **NAME** |  | **SIGNATURE** |  | **TOTAL COST** |  |

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| APPROVED: |  |  |  |  |  |  |  |
|  | Director of Operations |  | Grant Administrator |  | CPO |  | Date |

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| Order/Notification Date: |  |