



Purchase Request

Participant Name/ID#: _____ Date: _____

Vendor/Website (URL/Link): _____

Ship Order To:

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Please review the following before submitting purchase request:

- The item(s) requested for purchase must be in the approved Community Support Plan.
- Purchase requests must be submitted 30 days prior to your service authorization end date.
- Purchases will only be made from websites with secure payment options.
- Purchases will not be processed from big-box retail stores such as Walmart, Target, Sam’s Club, or from ebay and companies outside of the United States.

For orders of more than 5 items, please use a separate form.

Item Number	Item Name/Description	Quantity	Cost per Item	Total Cost (Shipping/Taxes Included)
Total Purchase				\$

Comments/Special Instructions: _____

Participant/Representative Signature

Date