

Purchase Approval Request

Date:		
Dear Board of Directors,		
I would like to request your approval t	to purchase the following items:	
Quantity/Name	<u>Description</u>	<u>Cost</u>
The following thouse are necessary for	the consulation of	
The following items are necessary for	the completion of:	
Dogwood de		
Requested by,		
A		
Approved by,		