

CALIFORNIA INLAND EMPIRE COUNCIL **BOY SCOUTS OF AMERICA**

REQUEST TO PURCHASE (select one below)

<input type="checkbox"/> Vendor-PO	<input type="checkbox"/> Individual-PO-Reimbursement (note 30 day processing time)	<input type="checkbox"/> Cash Advance (\$400 max per)
<input type="checkbox"/> Council Check		<input type="checkbox"/> Amazon Wish List

Vendor or Authorized Person:	Date Needed: ASAP
Address:	
City & State:	Zip:
Phone:	
Event/Project Code	

Qty.	Item Description	Unit Cost	Total	Acct #	Acct # Description
			-		
			-		
			-		
			-		
			-		
			-		
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			-		
			-		
			-		
			-		
Total			\$	-	

PLEASE ATTACH ORIGINAL RECEIPTS, QUOTE, OR CONTRACT COPY TO THIS REQUEST

	Frequently Used Account Numbers			
Requested By:	8101	Supplies: Health & Safety	9151	Recognitions: Staff
	8103	Supplies: Program	9152	Recognitions: Adult Vol.
Date:	8104	Supplies: Food & Comm	9153	Recognitions: Youth
	8108	Supplies: Catering	9155	Recognitions: Unit
Staff Advisor:	8402	Site/Facility Rental	9156	Recognitions: Other
	8409	Maintenance Services		Council Use Only
Approved By:	8501	Rental of Equipment	1401	Store Merchandise
	8609	Outside Printing	8106	Supplies: Office

Notes/Special Instructions:

California Inland Empire Council
 2351 W. Lagonia Ave., Ste. F
 Redlands, CA 92374
 Phone: 909-793-2463