Requestor Information:
Name: _____ Phone _____
E-mail_____

Date of Request: ____/____/_____

Request for Purchase/Invoice

Submit this form via Purchasing Department drop-box or fax (530) 898-5382

Vendor Information:	Vendor Name:	Phone Number: ( ) -
Website:		

For all purchases related to an event, list the event # associated in the table below.

Lessons:	**Cafeteria Promo:**	**Garden-focused NE:**	**HOTM:**	**PA Promo:**	**Promo Events:**	**Training / Meeting:**	**Other:**
1. Cooking Demo	5. Caught Eating Good	10. Farmer in class	13. HOTM Book/mark	17. Bike/Walk Promo	22. Family Fun Night	27. Provider Training	30. Assemblies
2. NAC Grp/Peer Ed	6. Lucky Tray Day	11. FOTM	14. HOTM Café Poster	18. Lunch Leagues	23. Health Fair/ Festival	28. School policy/ mtg	31. Treats for Troops
3. NE lesson thru art	7. Lunch/Brk Week	12. Other Garden NE	15. HOTM Fam News.	19. Nut'n Decathlon	24. Kinder Round-Up	29. Speech/ Conf.	32. Other
4. Other NE lessons (with or w/o tastings)	8. Power Mystery		16. HOTM Tasting & Educator Newsletters	20. GHC Walk/ Run	25. Open House/Back 2 Sc		
	9. Other Café Promo			21. Other PA Promo	26. Other Promo Event		

In order to expedite orders, when requesting items to be purchased, please indicate where you would like them to be delivered within 25 Main.

Where to be Delivered:	

Event #	Partner	AR #	Item #	Item Description/Use	Unit Size	Unit Price	Quantity	Total Cost	Field or Office

Non-Food Items must meet the following Allowability Check-list. *There will be **no** purchase if it is "unallowable"*

The items: ☐ Provide key healthy education guidance ☐ composed solely of paper (brochures, fliers, pamphlets, booklets, posters)
☐ Are NOT intended for use by children under the age of six ☐ do NOT have a metal or plastic binding ☐ promo items (NERI) composed solely of cloth & embroidery
☐ Books from the USDA 2010 or SCNAC approved lists ☐ Other (Need Admin pre-approval): _____

Requestor Signature: _____ **Supervisor Signature**: _____

For office use ONLY: Approval _____ Q#/PO# _____ Allowable?_____ Branding?_____