

 <p>RECREATION CENTERS OF SUN CITY WEST, INC.</p>	<p><b>Request to Purchase Equipment</b> (reference Chapter 4 paragraph 6.e)</p>	Club Name:
		Location:
		Contact Person & Phone No.
		Date:
Brief description of item(s) to include brand name, model number, or catalog reference number, and appropriate technical specifications:		
Suggested source of purchase (name and address of vendor):		
Estimated Purchase Cost:		
Trade-in Data (cite Recreation Centers' Inventory Number):		
Brief justification for purchase:		
If approved, identify location of the new item(s):		
_____ Club President		_____ Date
TO (Club Name): _____  Items cited above is/are APPROVED/DISAPPROVED for purchase. <u>Note:</u> Once secured, purchase documentation will be provided to the Recreation Activities Manager to establish line item accountability with the Recreation Centers of Sun City West, Inc.		
_____ Recreation Activities Manager		_____ Date