

El Dorado County Zone of Benefit Advisory Committee

Purchase Request Form

All purchases require some form of authorization in advance.

The following items require a contract:

- Services
- Room Rental

Equipment rentals are not authorized.

Purchase Order Process:

1. Complete the information below. Include the name of the Zone Contact who will pick up the items, and/or the delivery location for items to be delivered, such as asphalt patch.
 2. Obtain a written quote from the vendor to accompany your purchase request.
 3. Email the purchase request form and written quote to the County.
 4. Upon approval, the County will email the Purchase Order to the vendor and the appointed Committee Key Contact.
 5. The vendor must send the original invoice to the County for payment.
 6. The Key Contact shall provide any packing slips to the County.
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Vendor: _____

Contact Name & Phone Number: _____

Delivery Location (if applicable): _____

Item(s) to be purchased	Dollar Amount (each)
Total:	