Town of Saratoga

Purchase Requisition (P-Req) – Authorization for One-Time Purchase of Goods and/or Services Exceeding Department Head Limit

Request Date	Requested By	Department	* P-Req No	Date Needed	Comments
4/17/23	Sarah Laughlin	Rec	04172023-Rec-1	5/1/23	Reimbursed by CCSD#2 Rec Board grant

	Vendor Name and Number Or Complete Vendor Address	Item or Service	Purpose and Project ID	In BudgetY/N	Qty	Unit	Unit Cost	Extended Cost Total Cost	GL Code
1	Leslie's Pool Supplies	In the Swim 1-inch chlorine tablets 50 lbs	Pool Chemicals	Y	5			1357.90	10-441-240
2	In the Swim Pool Supplies	Granular chlorine Sodium Di-Chlor 25 lbs	Pool Chemicals	Y	3			647.97	10-441-240
3	In the Swim Pool Supplies	Taylor Pool Test Kit	Pool Chemicals	Y	1			103.99	10-441-240
4	In the Swim Pool Supplies	Taylor - Solution-1 Taylor - Solution-2 Taylor - Solution-4	Pool Chemicals	Y	6			94.94	10-441-240
5	In the Swim Pool Supplies	Chlorine Neutralizer	Pool Chemicals	Y	1			89.99	10-441-240
		Shipping/Handling							
							total	2294.79	

Purchase Authorized By				
** Signature	Title	Date		Comments
	Mayor Davis			
	Council Member Beck			
	Council Member Cooley			
	Council Member Jerry Fluty			
	Council Member Jacob Fluty			
	Department Head			
	Treasurer			

Fill out form in black or blue ink.

* Purchase Requisition Number is required for remote/email authorization, otherwise it is not required. The number is assigned by Department Head using: date-dept-P-Req #. (Example: 09122022-REC-1)

** For remote Council Rep authorization:

Email from Council Rep stating the purchase is approved with *VendorName; amount; P-Req# xxxxx.*

Dept head - Insert *See Email* in the signature line of the Purchase Requisition and attach print-out of entire email chain