

# REQUEST FOR PURCHASE

**Description of item to be purchased: (one item per request form)**

**Attach picture if appropriate**

**Cost of requested item:** \_\_\_\_\_

**List of Vendors:     1.**

**2.**

**3.**

**Item requested is:**

- ☐ Replacement item
- ☐ New item

**Reason for purchase: (check all that apply)**

- ☐ Required by MHSAA
- ☐ Safety Item
- ☐ Benefits participants (include # of athletes who can utilize purchased item\_\_\_\_\_)
- ☐ Purchased item be utilized for greater than one season  
List any additional teams that may benefit from purchase

**Coach Signature:**\_\_\_\_\_ **Sport:**\_\_\_\_\_

**Submit Request for Purchase to Athletic Director along with pictures and quotes.**

**Request for Purchase**  
**Page 2**

**To be Completed by Athletic Director**

**Was requested item included in Athletic Department Budget?**

☐ Yes

Amount Allocated: \_\_\_\_\_

☐ No

If no or there is a balance remaining, forward Request for Purchase to Redwing Athletic Boosters for consideration

\_\_\_\_\_  
Signature of Athletic Director (date)

**Request for Purchase Received by President of Athletic Boosters:** \_\_\_\_\_  
(date)

**Presented at Booster meeting for consideration:** \_\_\_\_\_  
(date)

**Request for Purchase**

- ☐ Approved
- ☐ Denied
- ☐ Requires further discussion
- ☐ Placed on contingency

\_\_\_\_\_  
**Signature of President of Athletic Boosters** Date: \_\_\_\_\_

**Coach Notified of Decision**

Coach Name: \_\_\_\_\_ Date Notified: \_\_\_\_\_

Method of Notification:

- ☐ Letter – attach copy of letter to request and copy to Booster minutes
- ☐ Verbal – attach documentation of discussion to request and booster minutes