



# ACA, Regional Event Volunteer, Purchasing Request

Instructions for Completing ACA Volunteer Purchasing Request Order:

1. Prior to spending or encumbering ACA funds, volunteers must connect with the coordinating ACA staff member to identify spending limits, budgeted amounts or coordinate any shipping/receiving or group purchasing details.
2. Volunteers complete this form and submit prior to purchase, to the coordinating ACA staff member.
3. Volunteers must submit receipts, and this approved purchase request via their regional ACA PD manager within 30 days of purchase.

**Purchase Requested**

Member Name: \_\_\_\_\_ Member Number: \_\_\_\_\_

Event Name: \_\_\_\_\_

Item(s) to Be Purchased: \_\_\_\_\_

**ACA Staff Approval**

Appropriate ACA Staff Approval: \_\_\_\_\_ Approval Date: \_\_\_\_\_

Purchase Date: \_\_\_\_\_ Delivery Date: \_\_\_\_\_

**Shipped To**

Name: \_\_\_\_\_

**Shipped From**

Vendor Name: \_\_\_\_\_

Description/Details	Quantity	Unit Price	Total	Estimate/ Actual	Account
Sub-Totals:					
Sales Tax:					
Shipping & Handling:					
Other:					
<b>Total:</b>					

Notes/Comments: