



PARTNERS APPROPRIATIONS COMMITTEE (PAC)

Special Purchase Request Form

Requestor's Name:

Requestor's Contact Information:

Please describe in detail the item/service you are requesting?

What is the purpose and/or use of the request?

How much will this item/service cost? _____

Please provide us with information regarding the potential supplier: (i.e. catalog numbers & website)

Are there any future costs involved? (i.e. maintenance fees or annual subscriptions)

How will this request benefit THRS students and faculty?

Has this request been submitted to THRS administration for funding? Yes or No

The PAC will review all request on a monthly basis. Please provide as much information as possible to help with the decision making process, include web page printouts, brochures, pricing information, etc.

Thank you for your funding request and assisting the PAC in fulfilling potential needs to benefit THRS students and faculty!

Sincerely,

THRS Partners Appropriations Committee

THRS Board of Directors

Administrative Response: Approve or Decline

PAC Response: Approve or Decline

Board of Directors Response: Approve or Decline

Date: _____

Date: _____

Date: _____