# Hurricane Request for Purchase

**ATTACHMENT E.4.**

<table>
<thead>
<tr>
<th>Date of Request:</th>
<th>Requester Name:</th>
<th>Requester Signature:</th>
<th>Additional Approval:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requester Phone:</td>
<td>Requester Email:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Requesting Department:**

<table>
<thead>
<tr>
<th>Vendor Name/Vendor Number:</th>
</tr>
</thead>
</table>

**Request:**

**Reason for Request—how was this caused by the hurricane?**

**Type of purchase:**

- [ ] Replenish Stock
- [ ] New Items/Materials
- [ ] Insurance Claim
- [ ] Repair work
- [ ] Replacement due to damage

(Claim #______________)

(Including copy of all claim-related documents)

**Where are the items/materials/goods/services being used?**

**What is the location of the repair or replacement work?**

**If repair or replacement, is this temporary or permanent?**

- [ ] Temporary
- [ ] Permanent

**Priority:**

- [ ] Low
- [ ] Routine
- [ ] Urgent

**Order Details:**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item Description</th>
<th>Cost per Unit</th>
<th>Total Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Cost:**

Please attach the required three quotes on purchases $10,000 or greater.

This request for purchase must be approved before submitting to BOCC for contract approval. Use this coding for the Agenda Item:

**Fund/Cost Center**  
**Account**  
**Project**  
**Project Account**

OMB Purchasing Approval: ___________________________  Hurricane Tracking #________________

Updated 7/17/19