

TASK GK-12

PURCHASE REQUEST FORM

For Supplies, Materials, and Reference Items

NAME:	
DATE:	
MATERIALS NEEDED BY (Date):	

1. Purchase Description

Qty.	Description (include author/manufacturer, catalog order #, URL, etc.)	Approx. Purchase Price

2. **Justification** Explain why you need/want this item. *Include how it will be utilized, the grade level(s) and specific activities it can be used for, and its uses for future TASK teams if applicable, as well as any other information that could help us decide whether this purchase is justifiable.*

Return this form to the TASK Office, 210 Chapman – or fytask@uaf.edu - for consideration, approval, and purchase.