**COTTONWOOD, INCORPORATED**

**PURCHASE REQUISITION**

Policy #04-014

**Date: 8/5/2024**

[ ]  **Purchase Order** [ ]  **Check** [ ]  **Company Credit Card**

**Department**

[ ]  Administration [ ]  Health Supports

[ ]  Cargo Straps [ ]  Residential

[ ]  CWI [ ]  Retirement Services

[ ]  CDDO [ ]  Special Needs Fund

[ ]  Community Relations [ ]  Support Services

[ ]  Employment Services [ ]  Transportation

[ ]  Foundation [ ]  Work Enrichment

**Justification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Quantity** | **Item** | **Unit Price** | **Cost** |
|  |  |  | **$0.00** |
|  |  |  | **$0.00** |
|  |  |  | **$0.00** |
|  |  |  | **$0.00** |
|  |  |  | **$0.00** |
|  |  |  | **$0.00** |
|  |  |  | **$0.00** |
|  |  |  | **$0.00** |
|  |  |  | **$0.00** |
|  |  |  | **$0.00** |
|  | **Total** | **$0.00** |

**Suggested Vendor:**

**Comments:**

|  |  |
| --- | --- |
| **Requested By:** | **Department Director:** |
| **Work Contract, House, Person Served:** | **Administrator:** |