



**Friends of B-R Athletics**  
**Capital Purchase Request Form**  
*(Capital purchases are defined as those which are reusable in nature)*

**Please complete this form and submit to:**  
***friendsbrathletics@comcast.net***

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

Email: \_\_\_\_\_ Tel# \_\_\_\_\_

**Procedure:**

1. Request **Must** include three competing quotes for Purchases over \$1,000 and at least one quote for purchases under \$1,000.
2. Quotes **Must** include price of item and supporting documentation of cost of installation and incidental expenses.
3. Submit **All** paperwork to Athletic Director, Dan Buron.
4. Email ?? that request was submitted.

**Reason for the Request:**

\_\_\_\_\_

| Item# | Qty | Description | Unit Price         | Total Price |
|-------|-----|-------------|--------------------|-------------|
|       |     |             |                    |             |
|       |     |             |                    |             |
|       |     |             |                    |             |
|       |     |             | <b>Grand Total</b> |             |

**Required Signatures:**

**Recommended:**

**Not Recommended:**

*Daniel Buron, B-R Athletic Director*

*Date*

**Comments:**

\_\_\_\_\_

\_\_\_\_\_

**Approved:**

**Rejected:**

*President Friends of B-R Athletics*

*Date*