



SDP Purchase Request Form

To request Mains'l purchase an item, complete this form and submit to your FMS Manager. Before any items are purchased, they must be listed in the approved spending plan and Mains'l must have a POS from the regional center. Please review the Spending Plan and Purchasing Policy prior to requesting purchases. If requesting more than 3 items complete an additional form(s). For phone orders list addition info in notes section.

Mains'l will generally place orders on Thursdays for items requested by 5pm Pacific Time on Wednesday.

Participant Name and Mains'l ID Number: _____

Date of Purchase Request: _____ **Purchased Requested By:** _____

Shipping Address and Phone Number: _____

Item 1 Description: _____

Weblink to Item/Company: _____

Service Code: _____ **Quantity:** _____ **Price (with tax and shipping):** _____

Additional Info (Color, Size, Warranty, ect.):

Item 2 Description: _____

Weblink to Item/Company: _____

Service Code: _____ **Quantity:** _____ **Price (with tax and shipping):** _____

Additional Info (Color, Size, Warranty, ect.):

Item 3 Description: _____

Weblink to Item/Company: _____

Service Code: _____ **Quantity:** _____ **Price (with tax and shipping):** _____

Additional Info (Color, Size, Warranty, ect.):