



SDP Credit Card Payment/Purchase Request Form

To request that Mains'l purchase or pay for an item by phone, online, or another method using a company credit card, please complete this form and email it to your Support Specialist. **All items must be included in the participants approved spending plan, and Mains'l must have a current authorization/Purchase of Service from the regional center before any purchases can be made.** Review the Spending Plan and Purchasing Policy before submitting your request. Submit **one form per item**, and in as much detail as possible. **Purchase requests must be received by Friday at 5:00 PM** to be processed for the following week. Mains'l will ship to the address on file for the participant unless otherwise indicated on this form.

Reminder: Mains'l credit cards may not be saved or stored on file.

Participant Name and Mains'l ID Number: _____

Date: _____ Purchase Request Completed By: _____

Exact service code and specific line item from the spending plan the requested product is authorized:

How does this purchase need to be completed? (give as much detail as possible)

Online Phone Other:

Email address associated with purchase: _____

Company Name/Website: _____

Product Name: _____

Quantity: _____ Price: _____

Link to Specific Product:

Details (color, size, etc):

Additional Details and Information:

Mains'l Use Only

Purchase Completed By: _____ Date: _____