

**SUGAR ISLAND TOWNSHIP**

6401 E. 1 1/2 MILE ROAD

SAULT STE. MARIE, MI 49783

PHONE: (906) 253-9353

EMAIL: SITOWNSHIPCLERK@GMAIL.COM

**PURCHASE REQUEST**

DATE OF REQUEST

PO#

**PROPOSED VENDOR**

Company Name	
Contact	
Address	
City, State, Zip	
Phone	
Fax	

**SHIP TO**

Name	
Street Address	
City, State, Zip	
Phone	

REQUESTING OFFICIAL	DEPARTMENT	ACCOUNT

ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL

Additional Comments:	SUBTOTAL	
	TAX	
	SHIPPING	
	OTHER	
	<b>TOTAL</b>	

BOARD PURCHASING AGENT	ARE FUNDS CURRENTLY AVAILABLE IN THE IDENTIFIED ACCOUNT?	WAS REQUEST APPROVED BY AGENT?	DOES PURCHASE REQUIRE BOARD APPROVAL?
	YES OR NO	YES OR NO	YES OR NO

*If you have any questions about this request or how to use this form, please contact the Township Clerk, Treasurer or Supervisor.*