



CCLT Purchase Order Request
Final Draft 12/5/2018
Date: _____

Purchase Item Requested: _____ Purchase Item Amount: \$ _____			
Purchase Limit Threshold			
Small Dollar (\$0-\$99) Approvers: President Only <input type="checkbox"/>	Open Market (\$100-\$999) Approvers: President and Officer <input type="checkbox"/>	Internal Bid (\$1000-\$9,999) Approvers: CCLT Board with Simple Majority <input type="checkbox"/>	Formal Bid (\$10,000 or Greater) Approvers: CCLT Board with 2/3rds Majority <input type="checkbox"/>
CCLT Budget			
Budget Line Item: _____ Property/Class: _____		Amount Budgeted: \$ _____ Remaining: \$ _____	
<u>Certification</u>			
Staff Approval: _____		Date: _____	
Officer Approval: _____		Date: _____	
Officer Approval: _____		Date: _____	
<u>Payment</u>			
Check Number: _____		Check Sent: _____	