



Instructions: This form must be submitted to the City Manager's Office for all Sam's Club purchase requests.

City of Charleston
Sam's Club Purchase Request

Date: _____

Name: _____ Phone: _____

I request permission to purchase the following materials and/or supplies:

(Please list item number, description, quantity, and price. If needed, attach additional pages)

Justification:

Supplies will be housed/used/or consumed at what department and location:

Request Submitted by: _____

Department Head Signature: _____ Date _____

Expense String: _____