



Greater Opportunities of The Permian Basin Inc.
Head Start & Early Head Start
School Readiness Academy

P.O. Box 3922
Odessa, Texas 79760
Office (432) 337-1352
Fax (432) 333-3373



PURCHASE REQUEST FORM

ALL PURCHASES MUST BE PRE-APPROVED

Center Name: _____

GL Account Number: _____
(To be completed by A/P clerk)

Purchase approved by: _____ Date: _____
(Administrative Staff -Name)

Method of approval: Per phone approval Per email approval In person

Vendor: _____

Address: _____

ITEM	QUANTITY	UNIT PRICE	TOTAL AMOUNT
TOTAL			

Purchased By _____

Verified By (Site Manager/Supervisor) _____

Receipt must be attached to this form and submitted to the office within one week of purchase.

This form is used to receive approval prior to making purchases from an approved GOPB vendor.