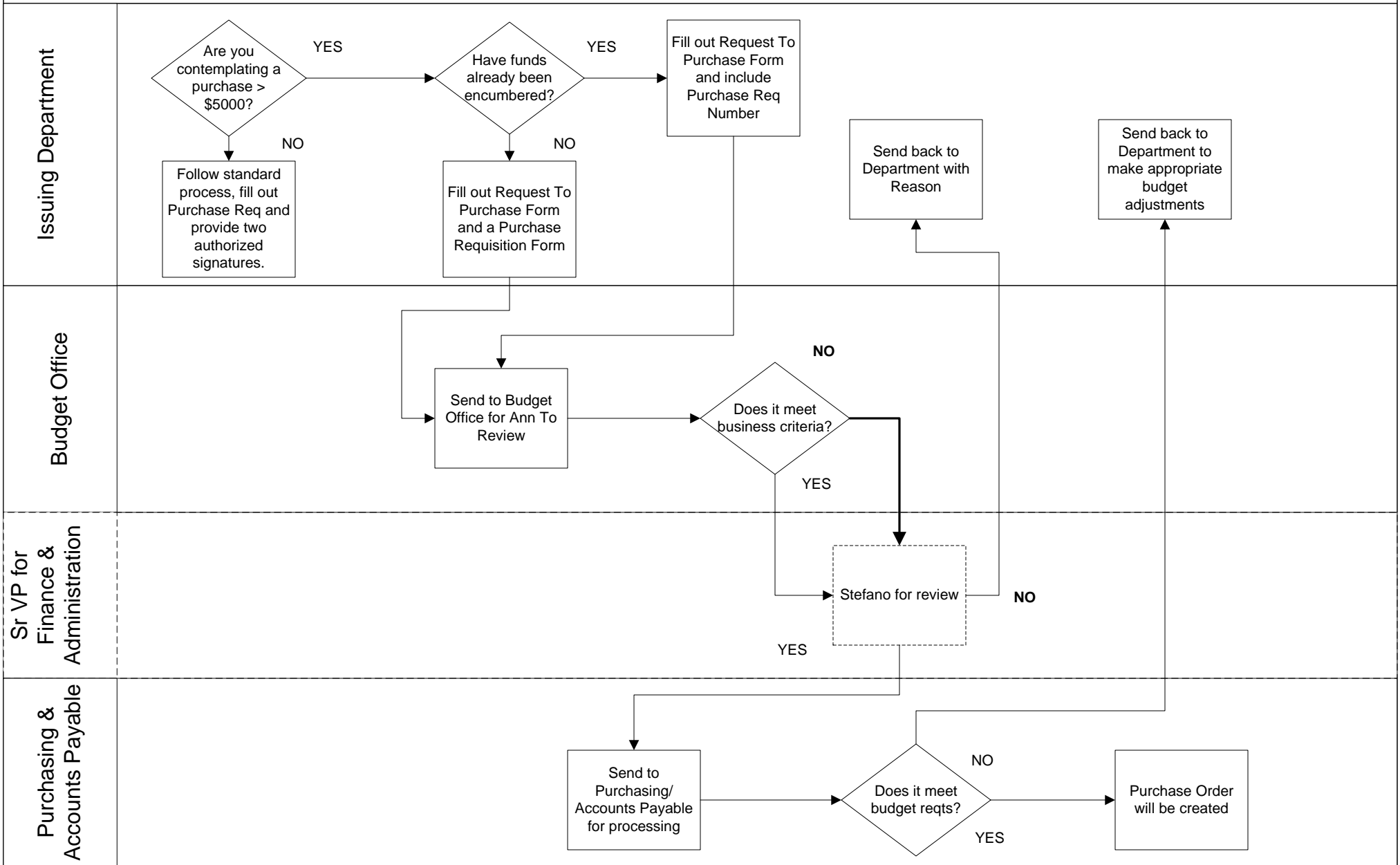


REQUEST TO PURCHASE PROCESS FOR EXPENDITURES OVER \$5,000



NOTES:

Budget Authorities, before entering this process, NEED to think about what other payments may be in the queue that will impact the encumbrance