



APPROVAL OF TRANSACTIONS FROM A RELATED PARTY FORM

In accordance with Board of Trustees Policy 5.8, "Procurement Policies", approval is requested for issuance of a purchase order to a related party in accordance with the details below:

DATE: _____

SUPPLIER NAME: _____

REQUESTER (INITIATOR): _____

PURCHASE ORDER PROPOSED VALUE: _____

DETAILS OF "RELATED" PARTY" CIRCUMSTANCES:

PRESIDENT'S APPROVAL: _____

DATE: _____