



Invoice will be sent Need check before purchase Credit

Tri-County Arc, Inc.

65 Route 66 East, Columbia, CT 06237

Telephone: (860) 228-2070 Fax: (860) 228-0409

Purchase Request

Bill To:		Preferred Vendor:			
Tri-County Arc, Inc. Attention: Accounts Payable 65 Route 66 East Columbia, CT 06237					
Date of Request:		Date Needed:			
Quotes Attached: Yes No		Submitted By:			
Please Circle Program Location					
Group Homes:		East St	Pinney St	Squaw Rock	ColHouse
		Dunn Hill	High St	Maple St	
Day Program Sites:		Columbia CEP	Entrée	Ellington	Columbia SE
		Hale	Greenhouse	Shred	
Other:		Outreach	Recreation	Training	Administration
Description	Item #	Quantity	Unit Price	Total Price	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
			Subtotal	\$	
			Shipping	\$	
			TOTAL	\$	

Employee Signature Date

Supervisor Approval Date

Executive Director Approval Date

All purchases must be approved by the Executive Director before purchase is made