

PURCHASE AUTHORIZATION

Date _____ Property Name _____	
Apartment No. & Location _____	
Description of Item _____	
Appliance Serial No. (if applicable) _____	
Reserve Item (circle one) Yes No	
Estimated Cost: \$ _____	
Approved by Property Manager _____	Date _____
Approved by Owner _____	Date _____
Name of Vendor/Contractor _____	
Vendor/Contractor No. _____	
Invoice Number _____	
Invoice Amount: \$ _____	
I certify that the item described was replaced on _____	
Location _____	
Site Manager's Signature _____	
For Management Office Use Only	
Submitted to Agency _____	
Release Authorized _____	
Check Received _____	

DISCLAIMER: These sample forms and agreements are not endorsed by the Institute of Real Estate Management. They are presented for informational purposes only and should not be relied upon for accuracy, completeness or consistency with applicable law. The user is advised to check all applicable state and federal law before using these forms, agreements, or parts thereof. Because certain forms have legal implications (e.g., management agreements, rental applications), it is recommended that downloaded versions of such forms should be reviewed with legal counsel prior to their use and that any modifications made by the user should also be reviewed by legal counsel.