

**T.A. WOODS COMPANY**

**TOOL PURCHASE REQUEST**

**REV 10-2020**

I have requested that a tool be purchased by the company for my personal use. In doing so, I understand that I am accountable for the full price of the tool including taxes, shipping and handling, and any and all other applicable charges.

I understand that it is my responsibility to complete this document for approval by my supervisor. The document will then be forwarded to HR for approval. Upon written approval, the personal tool will be purchased. Accounting will create a deduction sheet which will be forwarded. **A PERSONAL TOOL WILL NOT BE PURCHASED PRIOR TO THE COMPLETION AND APPROVAL OF THIS DOCUMENT.**

EMPLOYEE NAME: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

PROJECT: \_\_\_\_\_

TOOL: \_\_\_\_\_

MANUFACTURER: \_\_\_\_\_

VENDOR: \_\_\_\_\_

Total Price: \_\_\_\_\_  
(list price, taxes, S&H, other applicable charges) \*Attach quote if applicable

Employee Signature: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_

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Human Resources/Payroll

Received: \_\_\_\_\_

Acc/Denied: \_\_\_\_\_

Approved by: \_\_\_\_\_

Copy to E/S/PR: \_\_\_\_\_