

T.A. WOODS COMPANY

TOOL PURCHASE REQUEST

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.**

ALL PERSONAL PURCHASES HAVE A MAXIMUM OF 8 WEEKS OF DEDUCTIONS TO PAY THE BALANCE

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: _____

Human Resources/Payroll

Received: _____

Acc/Denied: _____

Approved by: _____

Copy to E/S/PR: _____