University Park Community Association, Inc.
Project/Purchase Request Form

Date: _____

Board/Committee/Neighborhood Chair/PBM Staff (making request): _____

Location (please check one):   Neighborhood ☐   Community ☐

Neighborhood Name (if applicable): _____

A REQUEST

Project/Purchase Type (please check one):   Operating ☐   Reserves ☐

Project/Purchase Type (please check one):   Emergency ☐   Non-Emergency ☐

> **Description**:

Total Cost requested: $_____

Proposed Funding (please check one):   Reserve Spend Budget ☐   Operating Budget ☐

Surplus Funds ☐   General Reserves ☐

Available Balance: $_____

B REVIEW AND APPROVAL

1. For General Compliance – PBM, LLC   YES ☐   NO ☐   N/A ☐

name   : *signature*   : *date*

> *(Neighborhood support / several quotes received / compliance with CCR's)*
> **Notes:**

2. For Design - Architecture & Landscape Committee   YES ☐   NO ☐   N/A ☐

name   : *signature*   : *date*

> *(Complies with published standards / meets guidance criteria / exceptions granted)*
> **Notes:**

3. For Funding - Finance Committee, Treasurer or Finance Director   YES ☐   NO ☐   N/A ☐

name   : *signature*   : *date*

> *(From operating funds / operating surplus / reserve funds / new reserve item)*
> **Notes:**

4. For Final Approval – UPCAI Board of Directors   YES ☐   NO ☐   N/A ☐

Date of Board Meeting: _____

> *(General oversight / ensures policy and procedures / final approval)*
> **Notes:**