

# Purchase Request Prep Guide

## For Participants in the Participant Directed Services Program (PDS)



Before submitting a Purchase Request, please make sure you have all the required details and documents ready. **This will help prevent delays and ensure your request is processed smoothly.**

### 1 Vendor or Service Provider Information

Gather basic details about the vendor or service provider:

- Vendor or Business Name
- Main Website and/or Direct Link to Product/Service
- Phone Number or Contact Email (Optional, but helpful!)

### 2 For Services (Classes, Memberships, Programs, Therapies, etc.)

If you are requesting a **SERVICE**, please include...

➔ **Invoice or Quote** from the vendor showing:

- Type of Service
- Duration or Frequency (e.g., 3 months, weekly sessions)
- Total Cost

➔ **Member Details** (Full Name, Date of Birth, Email, and Mailing Address)

Example: *Gym Membership*

- Type of Membership (Individual / Family)
- Location and Contact Information for the gym
- Whether access is for one location or all locations
- Any add-ons (e.g., buddy pass, amenities)

**TIP: Add-ons or multi-location access may change the price. Please verify before submitting.**

### 3 For Items (Equipment, Materials, Supplies, etc.)

If you are requesting an **ITEM**, please include...

- Item Description (*Specify* name, color, size, model)
- Quantity (List each item on a separate line, even if they're similar)
- Link (URL) to each item
- Standard Price (Use the public price, not discounted)

#### Supporting Documents

- Screenshot or image of each item
- Details for any protection plans or bundles



YOUR LIFE  
YOUR CARE  
YOUR PEOPLE

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## 4 Before Submitting Your Purchase

- Double-check that your request matches your approved Authorization
- Ensure your invoice or quote clearly shows the total amount
- Upload all support documents (invoices, screenshots, quotes, etc.)

