Purchase request

Responsible organization: Ash Quay Cooperative

Service area: Organics compost program

Form reference: FRM-3011531

Processing state: Approved with condition

Applicant and request

Field	Recorded value
Applicant / requester	Erin Sanchez
Contact email	erin.sanchez@ashquay.example
Contact phone	(702) 555-0107
Record date	August 4, 2026
Requested decision	Request approval
Responsible role	Compost coordinator

Purpose-specific details

Field	Recorded value
Budget line	Program delivery - recorded activity scope
Estimated commitment	$398.71

Scope and checks

Requested item / activity	Required evidence	Review state
Pile temperature log	Quote attached	Accepted subject to readiness confirmation
Pile-turn schedule	Quote attached	Accepted subject to readiness confirmation
Contamination removal	Quote attached	Accepted subject to readiness confirmation
Bin-wash inspection	Quote attached	Accepted subject to readiness confirmation

Review controls

Review criterion	Selection
All required evidence supplied	[X] Yes [ ] No
Scope reviewed	[X] Yes [ ] No
Request approval	[X] Yes [ ] No

Acknowledgement and decision

Field	Recorded value
Applicant acknowledgement	Erin Sanchez / typed acknowledgement
Reviewer / approver	Compost coordinator
Next action	Obtain final readiness confirmation