

EARNHARDT AUTO CENTERS PURCHASE AUTHORIZATION FORM

Store: _____ Date: _____

Department: _____ Manager: _____

Amount: _____ Competitive bid: Yes No

Items Requested

Description: _____
Make /model
and VIN# _____

Is this purchase an addition to or a replacement of existing equipment?
Circle one

Are you disposing of the item you replaced? Yes No Old Asset # _____

What are you doing with the disposed item? _____

Authorization Approval

Print name (Dept. Head Mgr)

Dept. Head Manager Signature

Print name GM

General Manager Signature

Corporate Operations Manager

Dodge Earnhardt/ Derby Earnhardt

Purchase Approval Limits

All IT purchases for software or computers must be approved by Shawn Smith and Dodge or Derby.
Department head and GM ----- purchases up to \$3000.00 (Two approvals)
GM/ Corp. Operations Mgr and Dodge or Derby-----purchases in excess of \$3000.00 (three approvals)
Corp. Operations Mgr- L. Storjohann, G. McDougal, G. Bolz, K. Potts, R. McDowell
****All purchases in excess of \$3000.00 must have an Earnhardt authorization****
***** Please email the completed form to helpdesk@earnhardt.com *****

PURCHASES MUST BE AUTHORIZED BEFORE YOU COMMIT!