Klarstig

Events Travel Purchase Request

FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.

Describe the service or action you need and the information required to assess and route the request. State the impact and timing clearly.

Contact and reference

Organization using this document

Maple Street Community Center

Your name or contact reference *

Alex Rivera

Email for a reply if needed

alex.rivera@example.com

Information for this document

What are you requesting *

(Free-text answer - not filled in for this example)

Reason and expected result *

Attendance rose from 42 to 57 people; two sign-in sheets were incomplete and have been re-checked.

Date needed

November 14, 2026

Operational priority *

Routine

Who or what is affected *

Reach more local families this year and support a youth reading program with visible community results.

Location system or project reference

REF-2026-0148

Actions already attempted

Replaced the faulty door latch on 14 November; next review of the entrance checklist is due 1 December.

Specific details

Items supplier and purchase purpose

Complete when relevant to this request.

Two boxes of children's winter coats (sizes 4-10) and three unopened packs of socks.

Specifications alternatives budget allocation and required delivery

$4,800 in total: $3,000 for books and materials, $1,200 for snacks and $600 for volunteer training.

Operating context

Trip itinerary destination or booking reference

Complete when relevant to this request.

REF-2026-0152

Travel dates party size accessibility and coordination needs

Step-free access to the main hall, please.

Team specific details

Event organizer and planning milestone

Complete when relevant to this request.

Maple Street Community Center

Schedule supplier coordination staffing and attendee arrangements

(Free-text answer - not filled in for this example)

Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.

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