



Standing Rock Sioux Tribe  
Information Technology Department  
Property & Receiving Department

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### Technology & Property Purchase Authorization Form

Employee Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Grant Name: \_\_\_\_\_

Grant ID#: \_\_\_\_\_ Funding Agency#: \_\_\_\_\_

What are you requesting to purchase? \_\_\_\_\_  
\_\_\_\_\_

Specifics of property (Serial #, VIN#, year, Make, etc.): \_\_\_\_\_  
\_\_\_\_\_

I.T & Property Section Only

Approved or  Disapproved

I.T. Director: \_\_\_\_\_ Date: \_\_\_\_\_

Property Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Director of Employee Section Only

Employee who will be assigned property: \_\_\_\_\_ Phone/Ext: \_\_\_\_\_

Approved or  Disapproved

Justification of purchase: \_\_\_\_\_  
\_\_\_\_\_

Supervisor/Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Attach Property Purchase Authorization Form to Purchase Order for item purchases \$300 and over

\*Attach Technology Authorization Form to Purchase Order