



Standing Rock Sioux Tribe
Information Technology Department
Property & Receiving Department

ITDept@standingrock.org
Property@standingrock.org

Bldg. 1 N Standing Rock Ave
 PO Box D
 Fort Yates, ND 58538
 (701) 854-8551
 (701) 854-8601

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