

## UNIT UNIFORM REQUEST REQUIREMENTS

A uniform request form, copy attached, must be prepared and signed by the Unit Head. The following documents must be attached to the request before forwarding the request to the Colonel of the Units. The request must also include copies for the Illustrious Potentate and the Temple Recorder.

Additional required documents:

- a. Copy of the Unit financial statement for the current month.
- b. Copy of the Unit Uniform Fund Statement for the current month.
- c. A written estimate of the cost from the proposed vendor.

The Illustrious Potentate will not consider requests without the above required documents.

## UNIT UNIFORM REQUEST FORM

Date: \_\_\_\_\_

To: Colonel of the Units

From: \_\_\_\_\_ Unit: \_\_\_\_\_

Subject: Uniform Request(s)

The above-named Unit of Boumi Shriners respectfully requests approval and authorization to purchase the following uniforms.

**Note: Give full description of proposed uniform purchase.**

Proposed purchase: \_\_\_\_\_

Reason for purchase: \_\_\_\_\_

Names of marching or riding members who will receive the new uniforms:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Date of last uniform purchase: \_\_\_\_\_

Cost of last uniform purchase: \_\_\_\_\_

Amount of cost paid by Temple: \_\_\_\_\_

Number of uniforms last purchased: \_\_\_\_\_

Current in Unit Treasury: \_\_\_\_\_ (Attach Financial Statement)

Current balance in Unit uniform fund: \_\_\_\_\_

Estimated cost of requested purchase: \_\_\_\_\_ (Attach Vendor's written estimate)

Total Marching Member: \_\_\_\_\_ Total Riding Members \_\_\_\_\_ Total Unit Members \_\_\_\_\_

Respectfully submitted by:

_____	_____	_____
Unit Head Signature	Colonel's Signature	Date
_____	Approved _____	_____
Illustrious Potentate	Disapproved _____	Date

cc: Colonel's Staff Divan Rep.  
Illustrious Potentate  
Recorder