



## **Maternal and Child Health Leadership Education in Neurodevelopmental and Related Disorders (MCH LEND) Program**

### **MCH LEND REQUISITION FOR SERVICES OR SUPPLIES PROCEDURE**

1. Please fill-in and submit the requisition for services and supplies worksheet to the MCH LEND office for approval.
2. Please allow at least 1 week (5 business days) for review of the request of services and/or supplies.
3. Please contact the MCH LEND office if you have questions or concerns regarding your requests.



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## MCH LEND REQUISITION FOR SERVICES AND SUPPLIES

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

1. Briefly describe why the services or supplies are needed:
2. When do you need the supplies or services?
3. Suggested vendor:

Description	Item or part number	Quantity	Unit Price	Extended total

Submitted By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Office Use Only:  
Decision:  
Comments:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date