



# ILR ADMINISTRATIVE P-CARD PURCHASE JUSTIFICATION INSTRUCTIONS

## PURPOSE

The Independent Living Rehabilitation Administrative P-Card Purchase Justification is used to explain how items purchased with the ILR Administrative P-Card are to be used in Mini Centers. This form is submitted to the DSB Purchasing Officer along with the P-Card Receipt form and Mini Center participants list (if applicable).

## PREPARED BY

Independent Living Rehabilitation Counselor

## INSTRUCTIONS

**ILRC:** Enter counselor name.

**Date:** Enter date.

**The Mini Center Participant list is attached if applicable. The items on the attached receipt are for the upcoming Mini Center training/activity checked below:** Place an X in the box that best explains how the purchased items will be used. If "other", enter an explanation.

## DISTRIBUTION

Original: DSB Purchasing Officer

Copy: ILR Counselor