

Purchase Request Form

- All purchase request forms must be filled out and **emailed to: reimbursements@lifeworks.org**. Please CC your Service Coordinator on the email so they are aware of your request as well.
- You will receive an auto-reply email confirming receipt of your request.
- All items to purchase must equal **\$100 or more PER VENDOR**.
- Lifeworks is unable to make purchases from vendors outside of the United States.
- Lifeworks only uses GUEST CHECKOUT and is not able to create accounts. If guest checkout is not an option, Lifeworks will not be able to purchase from that vendor.
- All items must be available for shipping as Lifeworks is unable to offer store pick up.
- Please note that Lifeworks **DOES NOT** have Amazon Prime.
- Once Lifeworks has received an accurate and complete request, Lifeworks has 7 days to complete the purchase(s). Please be mindful of your budget's service end date, and that prices are subject to change.
- Lifeworks will not go into your CSP/CSSP to complete a purchase on your behalf, you must request it.

In order to process your request, you must confirm each of the following statements by checking each box below.

- ☐ There are enough funds in the budget to process this request, including tax and shipping.
- ☐ These items are approved in the current plan.
- ☐ The form is signed and dated by the Support Manager.
- ☐ The required documentation has been provided to complete this request, including a link to the item(s).
- ☐ There is only one requested item PER LINE and only one vendor PER REQUEST.

Instructions: Complete all requested information. If any information is missing or incomplete, we will return the form for additional information and your purchase will not be completed. **Purchasing form MUST be signed and dated.**

Please type in the required fields below.

PARTICIPANT INFORMATION
PARTICIPANT NAME:
SUPPORT MANAGER NAME:
SUPPORT MANAGER EMAIL:
LIFEWORKS SERVICE COORDINATOR:

SHIPPING INFORMATION
NAME:
STREET ADDRESS:
CITY, STATE, ZIP:

SUPPORT MANAGER SIGNATURE (REQUIRED):	DATE: (MM/DD/YYYY)
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PLEASE LIST THE ITEM(S) YOU ARE WANTING PURCHASED ON THE FOLLOWING PAGE:

LIFEWORKS.ORG

6636 Cedar Ave S, Suite 250, Richfield, MN 55423 | 866-454-2732

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Updated 8/22/2025

VENDOR:

	PRODUCT NAME	Budget Task	QTY	SIZE	COLOR	OTHER INFO	UNIT PRICE
EX:	Sensory Swing	sensory	1	110" swing	blue	n/a	\$99.99
	LINK TO REQUESTED ITEM: www.amazon.com/dp/B07Z79ZCZX?ref=ppx_yo2ov_dt_b_fed_asin_title&th=1						

	PRODUCT NAME	Budget Task	QTY	SIZE	COLOR	OTHER INFO	UNIT PRICE
1							
	LINK TO REQUESTED ITEM:						
2							
	LINK TO REQUESTED ITEM:						
3							
	LINK TO REQUESTED ITEM:						
4							
	LINK TO REQUESTED ITEM:						
5							
	LINK TO REQUESTED ITEM:						
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	LINK TO REQUESTED ITEM:						
8							
	LINK TO REQUESTED ITEM:						
9							
	LINK TO REQUESTED ITEM:						
10							
	LINK TO REQUESTED ITEM:						

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