

# **Supporting Massachusetts Police Dogs**

*~ Founded 2000 ~*



## **Mission Expansion including**

**GRANT details & application**

*implemented September 2011*

## **Information, Policies, & Procedures**

Supporting Massachusetts Police dogs with essential equipment, training and purchase of dogs for police / law enforcement K-9 programs throughout Massachusetts

*~this is a working document, subject to change~*

*Massachusetts Vest-a-Dog, Inc. is a 501(c)3 registered non-profit. Tax ID#45-0592275  
Registered as a Public Charity with the MA Attorney General's Office, Certificate of Solicitation #048402  
508-668-7149 ★ PO Box 48 Walpole MA 02081  
mavestadog.org ★ facebook.com/mavestadog*

*Rev. April 2016*

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## BACKGROUND

Massachusetts Vest-a-Dog, Inc. is an independent, all-volunteer, non-profit 501(c)3 organization dedicated to raising funds to provide protective vests for Massachusetts police dogs. We offer law enforcement departments ballistic K9 vests at a cost of \$1000 each or for SWAT K-9s, a specialized tactical ballistic K-9 vest at \$2500+ each. All vests also protect K-9s against blunt force trauma from being kicked, punched, or struck with an object, like a bat. Since 2000, because of generous support from donors and tireless efforts of our volunteers, Massachusetts Vest-a-Dog is proud to have provided over 470 K9 vests to the following Massachusetts law enforcement agencies: local police departments, county sheriff's departments, Massachusetts State Police, Massachusetts Department of Corrections, MBTA Transit Police, Massachusetts Environmental Police, Massachusetts Department of Developmental Services, USAF – Hanscom AFB, USCG – Gloucester & Hull. Our priority continues to be providing vests for K9s without a vest, as well as replacing K-9 vests whose 5-year warrantee has expired.

During our fundraising efforts, handlers have often noted the fragility of their K9 budgets, and lack of funding for other K9 equipment (Hot 'n Pop Units, bite sleeves/suits, kennels when the cruiser type changed, etc.), as well as specialized training, and the ultimate 'big ticket item' - the purchase of a dog. Donors, supporters and volunteers have often asked "what else can we do?"

Massachusetts Vest-a-Dog, Inc. Board of Directors began to consider expanding our mission.

Inspiration came via an article in Police K-9 Magazine Jan/Feb 2011 in their "Training Perspectives" column, answering the question: "Do you have a good system for accepting donations?"

We also sought out similar non-profit K-9 support programs as well:

Friends for Las Vegas Police K9's <http://www.lvmpdk9.com/about-us.php>

The Modesto Police Canine Association <http://www.modestopdk9.com/sponsors.html>

National Police Dog Foundation [www.usk9fund.org](http://www.usk9fund.org)

New Hampshire Working Dog Foundation [www.workingdog.org](http://www.workingdog.org)

The Police and Working K-9 Foundation <http://www.coveryourk9.com>

St. Paul Police K-9 Foundation <http://www.stpaulpolicek-9foundation.org/>

The Tampa Police K-9 Association <http://www.tpdk9.com>

The Board of Directors voted on 7/11/11 to expand our mission, to help provide ballistic vests (primary objective), essential equipment, training, and dogs. We implemented the mission expansion on 9/1/11.

# MASSACHUSETTS VEST-A-DOG, INC. MISSION STATEMENT

## May 2000 – July 2011

Massachusetts Vest-a-Dog's mission is to provide protective vests to police and other law enforcement dogs throughout Massachusetts.

## August 2011

### *(Brief)*

Massachusetts Vest-a-Dog Inc.'s mission is to provide support for the following purposes:

1. essential equipment for police / law enforcement K-9 programs throughout Massachusetts;
2. training distinct from customary and usual training for police / law enforcement K-9 programs throughout Massachusetts;
3. purchase of dogs for police / law enforcement K-9 programs throughout Massachusetts.

### *(Detail)*

"Essential equipment, training and purchase of dogs" can be further defined and also include any other reasonable request that is related, but not stated specifically, in the following:

**Essential equipment** includes specialized equipment for the K-9 dog (bullet/stab-protective K-9 vests, K-9 first aid kits, canine oxygen masks, reflective K-9 gear, specialized harnesses), training/protective clothing (bite suits/pants/jackets/sleeves/hand protectors/helmets), K-9 cruiser specialized items (kennels, heat detector/door popper units, secure storage units, door panels, window guards/fans, rear A/C systems), training aids (tugs, scent kits), training equipment (K-9 agility structures, scent-training boxes). *Expendables (one-and-done) items will not be funded.*

**Training distinct from customary and usual K-9 training** is funding for training staff, K-9 handlers and their K-9 partners to attend training seminars or to fund guest trainers. Priority will be given to training that will benefit more handlers (ie: for Trainers *or* for guest trainers that are invited to conduct a seminar open to multiple departments *or* for handlers that are willing to present what they learned in a seminar to multiple departments). Training support will not include minimal department-required in-service for certification, additional areas of certification or re-certification/maintenance training.

**Purchase of dogs** is partial funding of a dog specifically for K-9 Police Law Enforcement work.

## RECEIVING DONATIONS

### **Accounts within MA Vest-a-Dog**

*All funds received will go into the General Fund, unless specified by donor*

General Fund (non-restricted)

Department (restricted: for department named by donor)

Vest Fund (restricted: for K9 ballistic vests only)

Department (restricted: for department named by donor)

### **Methods of Raising Funds**

*Donations are solicited by MA Vest-a-Dog volunteers via*

Events (pet-related, community, concerts, dinner/dance, tag sales, raffles, etc.)

Online (website, facebook, crowdrise – athlete sponsorship, etc)

Donation Premium/Thank-you gifts: Tshirts, hats, calendars, etc.

Newsletter via US MAIL

# FUNDS DISPERSEMENT

## Department-Specific/Restricted Funds

Some donors/fundraisers are for a specific department – these funds are put into an account specific to that department, and therefore become restricted for use only that department.

All departments are to have a single officer contact with MA Vest-a-Dog, to streamline communication and avoid duplication.

***Funds are to be dispersed directly to VENDORS, not departments.***

**Account Balance** These fund balances will be emailed on upon request to the Department's MA Vest-a-Dog Contact Officer.

**Purchase Requisition** A purchase with signature of department officer plus a second signature by a K-9 Supervisor or Police Chief (or like rank) is required on a Purchase Requisition Form (**see page 13**)

## Disbursements

Ballistic vests remain our primary focus. Funding for ballistic K-9 vests will be from the dedicated ballistic K-9 vest fund and secondly from the General Fund. Handlers should contact MA Vest-a-Dog to put their K-9 partners on our prioritized tiered K-9 vest wait list (no other formal sign-up process):

**TIER ONE / First Priority** - New K-9s - a department or law enforcement agency starts a brand new K-9 program or adds K-9s to their present K-9 team.

**TIER TWO / Second Priority** - K-9s whose first vest was a 'hand-me-down' due to size issues (see paragraph 2, above).

**TIER THREE / Third Priority** - Replacement of K-9 vests due to warranty expiration (5 years post manufacture). Priority on this list is given to the oldest-manufacture-date vest holder.

**Essential equipment (other than ballistic K9 vests), training and purchase of dogs** - funding for these items will be from the General Fund or for specific departments, as restricted.

**K9 First Aid kits** are funded through General Funds; contact MA Vest-a-Dog to be put onto a wait list, no paperwork required. As funds are available, we assemble the kits in batches of 20+ kits at a time.

**General Funds** shall be disbursed through a bi-annual grant process, utilizing a GRANT APPLICATION FORM (see pages 9-12):

Cycle A: application deadline – June 15, disbursement begins upon award announcement

Cycle B: application deadline – December 15, disbursement begins upon award announcement

*(Deadline: emailed by midnight of the 15th or postmarked before/on application deadline)*

NOTE: Emergency exceptions to this bi-annual cycle may be considered. For example, in case of a cruiser being totaled or a K-9's sudden death or special equipment needed to insure the K-9's safety. Please contact MA Vest-a-Dog President, should you wish to request an exception/interim grant application.

# VEST-A-DOG GRANT INFORMATION

## GENERAL DETAILS

*These funds are available from generous donors – individuals, organizations, & businesses – and tireless volunteers, who desire to support Massachusetts Police Dogs. **Recipients may be asked to meet with one or more significant donor(s).** Grant awards are limited to funds available.*

These funds are restricted to the following uses:

“Essential equipment, training and purchase of dogs training for police / law enforcement K-9 programs throughout Massachusetts” can be further defined and also include any other reasonable request that is related, but not stated specifically, in the following:

**Essential equipment** includes specialized equipment for the K-9 dog (bullet/stab-protective K-9 vests, K-9 first aid kits, canine oxygen masks, reflective K-9 gear, specialized harnesses), training/protective clothing (bite suits/pants/jackets/sleeves/hand protectors/helmets), K-9 cruiser specialized items (kennels, heat detector/door popper units, secure storage units, door panels, window guards/fans, rear A/C systems), training aids (tugs, scent kits), training equipment (K-9 agility structures, scent-training boxes). *Expendables (one-and-done) items will not be funded.*

**Training distinct from customary and usual K-9 training** is funding for training staff, K-9 handlers and their K-9 partners to attend training seminars or to fund guest trainers. Priority will be given to training that will benefit more handlers (ie: for Trainers *or* for guest trainers that are invited to conduct a seminar open to multiple departments *or* for handlers that are willing to present what they learned in a seminar to multiple departments). Training support will not include minimal department-required in-service for certification, additional areas of certification or re-certification/maintenance training.

**Grant applications** should be emailed ( [grants@mavestadog.org](mailto:grants@mavestadog.org) ) and mailed (MA Vest-a-Dog, PO BOX 48, Walpole MA 02081).

**General Funds** shall be disbursed through a grant process, twice a year, utilizing a GRANT APPLICATION FORM (see pages 9-12):

Cycle A: application deadline – June 15, disbursement begins upon award announcement

Cycle B: application deadline – December 15, disbursement begins upon award announcement

*(Deadline: emailed by midnight of the 15th or postmarked before/on application deadline)*

NOTE: Emergency exceptions to this bi-annual cycle may be considered. For example, in case of a cruiser being totaled or a K-9's sudden death or special equipment needed to insure the K-9's safety. Please contact MA Vest-a-Dog President, should you wish to request an exception/interim grant application.

# VEST-A-DOG GRANT INFORMATION

## GRANT REVIEW PROCESS

Grants may be scored, based on a variety of criteria by a volunteer review panel, to prioritize funding status. A volunteer review panel shall consist of two (2) MA Vest-a-Dog, Inc. Board Members, one (1) current K-9 handler (open to any department), one (1) retired K-9 handler, and OPTIONAL: one (1) open seat.

The basic core review criteria/categories that require individual scores:

- Urgency
- Frequency of use
- Impact on current/future K-9/program
- Ability to share with other K-9s in department / outside of department (in training/deployment scenarios)
- Longevity of Item (expected use in months or years)

The **Overall Impact** comments are to be presented at the beginning instead of at the end of the critique document and an **overall impact / priority score** in the range of 1 to 9 is required.

The scoring system is a 9-point rating with 1 = Excellent and 9 = Poor (whole numbers only).

- 1 to 3 = High impact
- 4 to 6 = medium impact
- 7 to 9 = low impact

<u>SCORE</u>	<u>DESCRIPTOR</u>
1	Exceptional
2	Outstanding
3	Excellent
4	Very Good
5	Good
6	Satisfactory
7	Fair
8	Marginal
9	Poor

Grants will be reviewed within 30 days.

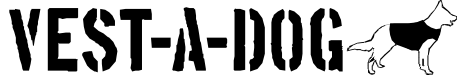
Awards will be announced via email on/ before the next month's 15<sup>th</sup> day, ie:

- June 15 grant awards will be announced on/before July 15
- December 15 grant awards will be announced on/before January 15

## INSTRUCTIONS TO APPLICANTS

- Massachusetts Vest-a-Dog, Inc. Grant Applications consist of completion of the following form – all four pages (pages 9-12) with appropriate signatures.
- OPTIONAL/highly recommended: You may provide an **Overall Impact letter**, in addition to the **Overall Impact Statement** (see pg 2 of Grant Application), providing further details explaining the necessity of your grant request.
- Provide a quote or screen shot of item(s) requested.
- The original and four copies of the application should be mailed to Massachusetts Vest-a-Dog, Inc. at PO BOX 48, Walpole MA 02081. Applications should also be emailed to [grants@mavestadog.org](mailto:grants@mavestadog.org).
- All applicants will receive an email from MA Vest-a-Dog, confirming receipt of their application.
- Massachusetts Vest-a-Dog, Inc. reserves the right to request additional information from applicants as needed.
- Grants will be evaluated based on a variety of criteria as noted in the application by a volunteer review panel, to prioritize funding status. The volunteer review panel shall consist of two (2) MA Vest-a-Dog, Inc. Board Members, one (1) current K-9 handler (open to any department), one retired K-9 handler, and OPTIONAL: one (1) open seat. *Please see page 7 for Grant Review Process details*
- Awards will be announced via email on/ before the following month's 15<sup>th</sup> day, ie: July 15, January 15.
- Disbursement / use of the award funds begin upon award announcement, and must be used within one (1) year. A written extension may be requested for consideration.
- Public Relations Responsibilities of Grant Awardees – these awards are made possible because of generous donors and tireless volunteers – they need to know how their funding is being spent!
  1. Photos of all items shall be emailed to MA Vest-a-Dog ( [grants@mavestadog.org](mailto:grants@mavestadog.org) ), for use in social media posts/collage of awards funded/press releases/newsletters, *within 60 days of receipt/implementation.*
  2. Public Announcement of Awards - Departments are expected to announce receipt of their award via social media and/or press releases and/or press events, *within 6 months receipt/implementation.* Applicants (or representatives from their department) may be requested to be present at a MA Vest-a-Dog press conference at a mutually workable date/time/place.
  3. Failure to follow these guidelines may jeopardize future award potential.
- Excess award funds: Should grant award item(s) cost less than awarded funds, the difference will revert into the MA Vest-a-Dog General Fund, at the discretion of the MA Vest-a-Dog Board of Directors.
- NOTICE: Massachusetts Vest-a-Dog, Inc. does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual preference, age, disability or veterans status, with respect to the support which Massachusetts Vest-a-Dog, Inc. provides in its Articles of Organization.





# GRANT APPLICATION FORM

page 1 of 4

**\*GENERAL GRANT CONDITIONS AGREEMENT**

1. **GENERAL CONDITIONS** The applicant hereby assures and certifies that he will comply with the regulations, policies and guidelines to satisfy requirements of Massachusetts Vest-a-Dog, Inc. grant fund program.
2. **PROGRAM EVALUATION** In order for Massachusetts Vest-a-Dog, Inc. to properly evaluate selected grant fund programs, the recipient handler or department contact for Massachusetts Vest-a-Dog, Inc. may be contacted for follow-up information and/or updates.
3. **UTILIZATION AND PAYMENT OF FUNDS** - Funds awarded are to be expended only for purposes and activities covered by grantee's approved program plan and budget. Massachusetts Vest-a-Dog pays Inc program funds directly to the vendor.
4. **WRITTEN APPROVAL OF CHANGES** - Grantees must obtain prior written approval from Massachusetts Vest-a-Dog, Inc. for changes in program, which were not set forth in the approved application.
5. **TITLE OF PROPERTY** - Title to property acquired in whole or in part with grant funds in accordance with approved budgets shall be vested in the grantee, subject to divestment at the option of Massachusetts Vest-a-Dog, Inc., when its use for the program or criminal justice purposes is discontinued. Grantees should exercise due caution in the use, maintenance, protection, and preservation of such property during the period of program use. Massachusetts Vest-a-Dog, Inc. has no title interest after the termination date of the grant.
6. **OBLIGATION OF GRANT FUNDS** - Grant funds may not, without approval by the Massachusetts Vest-a-Dog, Inc., be obligated prior to the effective date or subsequent to the termination date of the grant period. Obligations outstanding as of the termination date shall be liquidated within 1 year. Such obligations must be related to goods or services provided and utilized within the grant period.
7. **IMPLEMENTATION OF PROJECT WITHIN 1 year** - Grantee agrees to implement this program within 1 year following the grant award effective date or be subject to automatic cancellation of the grant. Evidence of program implementation must be outlined in the first quarterly progress report. For just cause, grantee may apply for an extension in writing subject to approval by the grantor.
8. **AUTHORITY TO APPLY** - The grantee must possess legal authority to apply for the grant. This authority shall be by resolution, motion or similar action from the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
9. **EQUAL EMPLOYMENT OPPORTUNITY** - The grantee will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received Massachusetts Vest-a-Dog, Inc. financial assistance and will immediately take any measure necessary to effectuate this agreement.
10. **PERSONNEL STANDARDS** - The grantee will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor and Standards Act. Grantee will establish safeguards to prohibit employees from using their positions for a purpose this is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
11. **LONGEVITY OF USE / K-9 PROGRAM** - Grantees are required to meet the longevity of use of item / K-9 program requirement outlined in the grant application. In the event that the program in terminated before the agreed upon termination date the grantee will forfeit all property acquired with grant funds to Massachusetts Vest-a-Dog, Inc.
12. **TRAINING AGREEMENTS** - The K-9 handler will be required to participate in scheduled training and meet the minimum standards required for the certification of the police K-9 team. Furthermore, the K-9 handler will continue to participate in regular maintenance training days to maintain certification.

***\*I have read and understand the above general grant conditions and agree to comply with them.***

\_\_\_\_\_  
Printed Name of SPV or Chief

\_\_\_\_\_  
Signature of SPV or Chief

\_\_\_\_\_  
Date



# GRANT APPLICATION FORM

page 2 of 4

Grant Application Cycle (*circle one*):    Cycle A – deadline June 15            Cycle B – deadline December 15

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

Requesting Officer: \_\_\_\_\_ Tel & email: \_\_\_\_\_

For: Handlers' Name: \_\_\_\_\_ K-9's Name: \_\_\_\_\_

Funds requested: \$ \_\_\_\_\_

Item(s) requested (*circle one*)      essential equipment      training      dog(s)

OVERALL IMPACT STATEMENT (how will this grant benefit your K-9 program? If necessary, add a page for this project description and goals): \_\_\_\_\_

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Vendor Name/Addr/Tele/website \_\_\_\_\_

Description (*attach documentation / additional pages, as necessary*)

- ESSENTIAL EQUIPMENT - FULL Item description / item catalog # /Quantity/\$/ S&H Fee  
*Provide a quote or screen shot of item(s) requested.*
- TRAINING – Class title/Date(s)/location/attending officer/class fee

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# GRANT APPLICATION FORM

page 3 of 4

**Equipment (list of items on page 2 or attachment)**

Need by date: \_\_\_\_\_

**SHIP TO:**

Name \_\_\_\_\_

Department \_\_\_\_\_

Address street \_\_\_\_\_

Address City/ST/Zip \_\_\_\_\_

Delivery/shipping instructions \_\_\_\_\_

**FOR EQUIPMENT & TRAINING**

K-9 Certification (check applicable, *if grant is for a single K-9's benefit*)

\_\_\_\_\_ Patrol (presently certified? Yes / No If no, estimated start date of training: \_\_\_\_\_)

\_\_\_\_\_ Narcotics (presently certified? Yes / No If no, estimated start date of training: \_\_\_\_\_)

\_\_\_\_\_ EOD (presently certified? Yes / No If no, estimated start date of training: \_\_\_\_\_)

\_\_\_\_\_ Other certification (name area \_\_\_\_\_ Presently certified? Yes / No  
If no, estimated start date of training: \_\_\_\_\_)

Urgency (*check one*)

\_\_\_\_\_ Urgently needed (safety is at risk),

\_\_\_\_\_ Not urgently critical / don't have this equipment. Wanted within \_\_\_\_ Months

\_\_\_\_\_ Not urgently critical / have equipment (replacing &/or updating).  
Wanted within \_\_\_\_ Months

Frequency of use (*check one*)

\_\_\_\_\_ Daily

\_\_\_\_\_ Weekly

\_\_\_\_\_ Monthly

\_\_\_\_\_ Annually

\_\_\_\_\_ Intermittantly (on an "as needed" basis)

Impact on current/future K-9/program (*check one*)

\_\_\_\_\_ Without item, K-9 program is at risk to end immediately (ie: cruiser/kennel/dog)

\_\_\_\_\_ Without item, K9 program is at risk to end in \_\_\_\_\_ Months \_\_\_\_\_ Years

Ability to share equipment with other K-9s in department / outside of department (*check one*)

\_\_\_\_\_ equipment will benefit only 1 K-9/handler

\_\_\_\_\_ equipment can be easily shared with other K9s, open access (ie: K9 agility course)

\_\_\_\_\_ equipment can be shared on training days (training aids: bite suits, training aids)

\_\_\_\_\_ equipment can be shared/utilized to benefit multiple K9s/officers in deployment (ie: K9 video camera)

Longevity of Item (expected use in months or years) (*fill in blank*)

\_\_\_\_\_ months

\_\_\_\_\_ years



# GRANT APPLICATION FORM

## TRAINING ONLY (check one)

\_\_\_\_\_ I will prepare a seminar for my K9 training group, within 6 months of the training that I have used grant funds for, to share the knowledge I have learned at the training.

\_\_\_\_\_ I will prepare a seminar for my K9 training group, also open/offered to all Massachusetts K-9 handlers, within 6 months of the training that I have used grant funds for, to share the knowledge I have learned at the training.

*Failure to share your training knowledge will jeopardize your/your department's future grant opportunities.*

## PURCHASE of DOGS ONLY

We require the department provide a minimum of 20% required to purchase the dog. ***With this application you need to send a letter from your chief or sheriff (or like rank) on department letterhead stating that they are in agreement with the application and intend to proceed with the K-9 program.***

Source & amount of 20% matching funds: \$\_\_\_\_\_ Source:\_\_\_\_\_

Current K-9s anticipated retirement date: \_\_\_\_\_ Anticipated training start (mo/yr): \_\_\_\_/\_\_\_\_

New K-9 Programs only: \_\_\_\_\_ Yes / No: K-9 program start-up is dependent upon this grant.

# of dogs requested: \_\_\_\_\_

Our assistance to purchase a dog for K-9 work is a gift to the agency; the dogs become the property of the agency. If a dog is retired from an agency and sold to a third party for more then \$1.00, proceeds equivalent to the original grant, or a pro-rated amount, shall be donated back Massachusetts Vest-a-Dog, Inc. Massachusetts Vest-a-Dog, Inc. expects by helping provide the dog for K-9 work, the agency will provide regular maintenance training, the usual patrol vehicle and equipment, and provide for the routine care and maintenance of the dog (food, veterinary care, etc.). Grants are to be utilized within one year.

## FOR ALL GRANTS (essential equipment, training, dogs):

*I have the authority from my department to request these grant funds.*

Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed name / signature

SPV or Chief: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed name / signature



# PURCHASE REQUISITION FORM

info@mavestadog.org

PO BOX 48 Walpole MA 02081

FAX: 508-668-7149 (call before faxing)

**~ ONLY for use of Department-Specific/Restricted Funds ~**

***This page is NOT part of the Grant Application***

Fund balances will be emailed on request to the Department's MA Vest-a-Dog Contact Officer. Disbursement will be through this Purchase Requisition Form. Funds may be used when available, and are restricted to the following: Essential equipment, training, and purchase of dogs.

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

Requesting Officer: \_\_\_\_\_ Tel & email: \_\_\_\_\_

For Handlers' Name: \_\_\_\_\_ K-9's Name: \_\_\_\_\_

VENDOR: \_\_\_\_\_

*Provide a quote or screen shot of item(s) requested.*

Item #	Item Description	Item Quantity	\$ each	\$ total
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Shipping/Handling *Estimated by vendor*

TOTAL REQUEST \$ \_\_\_\_\_

Need by date: \_\_\_\_\_

Ship to

Name \_\_\_\_\_

Department \_\_\_\_\_

Address street \_\_\_\_\_

Address City/ST/Zip \_\_\_\_\_

Delivery/shipping instructions \_\_\_\_\_

***I have the authority from my department to authorize this purchase requisition. Funds for this purchase are from the available balance in my department MA Vest-a-Dog restricted fund.***

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

Printed name / signature

SPV or Chief: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name / signature