



## PURCHASING GOODS and SOME SERVICES

Please follow these instructions when requesting goods (items)

- Complete the Goods and Services Request Form on the website.
- Please attach supporting documentation/screen shot of the item(s) so PPL knows the specifics of the item to purchase.
- Send to the email address on the form when complete.
- The form is processed within 3-5 business days.
- PPL can directly purchase Best Buy and Amazon purchases for delivery.
- The CLE is responsible for the return of the item if not satisfied with the product.
- If purchasing other goods, a check is sent to the CLE made out to the vendor for purchasing. Having PPL purchase the item through BestBuy or Amazon may be best to ensure accurate pricing.
- This form needs to be used for purchasing bus passes.
- All other services can be processed through MyAccount.

Service Codes for Transportation:

W7271 Transportation - Mile

W7272 Transportation - Public