Polk County

# REQUEST FOR PURCHASE APPROVAL

**DEPARTMENT NAME:**

**DATE:**

| | | | |
|---|---|---|---|
| **Item to Purchase** | | | _____ |
| **Local consideration** | _____ | | **PO# (if applicable)** |
| **Vendor** | | | |
| **Account** | | | |
| **Price** | | | |

**CLASSIFICATION INFORMATION:**

| **Amount (circle one)** | | | **CIP attached** |
|---|---|---|---|
| | | | |
| **7,500-15,000** | | | |

**Purchasing agent must forward specifications and requirements and bid documentation to the dept of admin for approval, including justification for specification of a specific brand or model that may limit competition.**

| | | | |
|---|---|---|---|
| **3 Formal Bids** _____ | | | |
| **Over 15,000** | | | |

**A department head must request authorization from the dept of admin to proceed with the advertisement of bidgs, furnishing complete and detailed specifications on the item to be purchased including any specification of a particular brand or model that may limit competition.**

| | | | |
|---|---|---|---|
| **RFP attached** | | | |
| | | | |

**NOTES: Attached additional sheets if needed**

**ITEM DESCRIPTION:**

| | |
|---|---|
| Description:: | _____ |
| | _____ |

**Form of Payment:**

| **Reason** | **Contract or agreements attached** | **Notes** | | | |
|---|---|---|---|---|---|
| | | | | | |

**ACTION TAKEN:** [ ] a. Approved [ ] b. Disapproved

**Authorized Signature**

_____ _____

*(Print Name)* *(Sign)* *Date*

Prepared by TammyP 1.5.11