

## Prior Written Approval Request

Subrecipient Name \_\_\_\_\_

Subrecipient Number \_\_\_\_\_ Request Date \_\_\_\_\_

**Instructions** – For Prior Written Approval Requests that include costs, complete Sections A, C and D. For requests that do not include costs, complete Sections B, C and D.

### Section A – Requests that include costs

Item of cost being requested \_\_\_\_\_

Estimated total cost \_\_\_\_\_

**Is this purchase necessary and reasonable? Describe the item of cost and its functionality.**

**Is the purchase needed? Describe the reason for the purchase/rent/subscription including functionality not provided by state or local partners.**

**What other costs are associated with the purchase? Describe additional costs (maintenance, set up, taxes, fees, etc.) associated with the purchase.**

**Have the best products been selected? Describe how the product will be selected.**

**If applicable, what procurement method will be used? Describe the procurement method selected.**

**If applicable, was a lease option considered in lieu of the purchase? Describe leasing options as part of the consideration.**

**If applicable, name and address of the entity where the property will be located.**

**Section B – Requests that do not include costs but still require prior written approval**

Describe the circumstance that requires prior written approval.

**Section C – 30 day requirement**

Is this request being made more than 30 days before the requested action is to occur?

Yes                       No

If approved, date that the requested action is to occur.

\_\_\_\_\_

**Section D – Signature**

By signing below, the authorized representative requests a prior written approval for the item of cost listed above.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

|   |            |
|---|------------|
| <b>For EDD/WSB Use</b>  |            |
| Regional Advisor/Project Manager _____  | Date _____ |
| Program Section Manager _____   | Date _____ |
| ITPAS Section Manager _____   | Date _____ |
| <small>(If computer related equipment, software or subscription is being purchased, the ITPAS Section Manager's signature is required.)</small> |            |