

CITY OF LONG BEACH – ED/WORKFORCE DEVELOPMENT BUREAU

REQUEST FOR AUTHORIZATION TO PURCHASE

Request for purchase may be denied if the purchase is not an allowable cost according to Bureau policy, Workforce Innovation & Opportunity Act, and City regulations.

SECTION A. To be completed by Requesting Staff

Today's Date:									
Start Date of Activity/Project or Expected Placement of Product/Service Order:									
Amount Requested:									
Product(s)/Service(s) to be Purchased or Project/Activity Name & Grant Program it Supports:									
Vendor:									
Vendor Contact Name:									
Vendor Contact Phone & Email:									
Procurement Method: (Must Attach Documentation)	<input type="checkbox"/> One documented quote = < \$2,500 <input type="checkbox"/> Three documented quotes = \$2,500.01 or more <input type="checkbox"/> Sole Source/Exception to Policy Form <input type="checkbox"/> Existing Contract/Agreement/BPO (See initial request for documentation) <input type="checkbox"/> RFP Documents = \$25,000.01 or more								
Summary of Quotes: <table style="width:100%; border:none;"> <thead> <tr> <th style="width:60%;">Vendor</th> <th style="width:40%;">Amount</th> </tr> </thead> <tbody> <tr> <td>1. _____</td> <td>1. _____</td> </tr> <tr> <td>2. _____</td> <td>2. _____</td> </tr> <tr> <td>3. _____</td> <td>3. _____</td> </tr> </tbody> </table>		Vendor	Amount	1. _____	1. _____	2. _____	2. _____	3. _____	3. _____
Vendor	Amount								
1. _____	1. _____								
2. _____	2. _____								
3. _____	3. _____								
If not lowest quote, provide justification: _____ _____									

Requesting Staff: _____

Supervisor Approval: _____ Date: _____

SECTION B. To be completed by Fiscal Staff

Purchase Order to be Processed	<input type="checkbox"/> New <input type="checkbox"/> Existing BPO
Purchase Order/BPO Number	
Funding Source (Index Code/Grant/Grant Detail)	
Splits	

Fiscal Staff Name/Signature: _____ Date: _____

AO/Deputy Director Approval: _____ Date: _____

Bureau Manager Approval: _____ Date: _____
(Required if over \$2,500)