



CITY MANAGER PURCHASING APPROVAL FORM

Department of Financial Management, Purchasing Division

CM Number

NOTE TO REQUESTORS

This form is to request City Manager approval for purchases over \$25,000 but not exceeding \$200,000 as required by Administrative Regulations, Financial Policies and Procedures.

This form does not replace the Exception to Policy form.

DESCRIPTION / JUSTIFICATION FOR PURCHASE / TIMING CONSIDERATIONS / SERVICE LEVEL IMPACT IF NOT APPROVED

FREQUENCY OF PURCHASE

One-time

Term Order

1st Renewal

2nd Renewal

Requisition #

Purchase Order #

Dollar Amount
to Add for
This Term

Total Amount
(if Change
Order)

Term Dates
(if applicable)
Start

End

VENDOR INFORMATION

Purchasing Division completes this section unless department is requesting a sole source or exception to policy. If so, the requesting department should complete this section. **Note:** Department may opt to pursue sole source or exception to policy, as outlined in AR 23-3 or AR 8-4, by attaching an "Exception to Policy" request to this form, detailing the justification and requesting approval. If professional services are requested, please refer to "Professional Services Checklist" (located on the Purchasing intranet site: <http://clbnet/purchasing>) and submit all required documents with this form. If the ETP purchase exceeds \$100,000 the purchase will require City Council approval.

Vendor Name

Minimum 3 Businesses Contacted?

Yes

No

ITB / RFP#

Long Beach Business?

Yes

No

ITB / RFP Title

Business Type

LSBE

VSBE

SBE

DBE

MBE

WBE

REQUESTOR INFORMATION

Budgeted

Yes

No

The Department Director or his/her Acting replacement **must sign this form.**

I certify that this purchase will not cause my department to exceed the \$200,000 threshold for goods or services as specified in the purchase order. I have received 3 bids or proposals and I certify that no bid protests have been received.

If bids/proposals cannot be obtained through an ITB/RFP for items between \$25,000 to \$100,000, an EXCEPTION to POLICY FORM IS REQUIRED.

ETP Attached

Yes

No

Director

Signature

Department

Department Contact

APPROVALS

Technology Services
Approval
(if applicable)*

Date

Homeland Security
Grant Approval
(if applicable)*

Date

City Purchasing
Agent Approval

Date

Buyer's Initials

Date

City Manager
Approval

Date

*Appropriate signatures must be obtained before submitting to Purchasing.

CM Approval Form - Revised 9/18/2013