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