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 ___________________________

For EDD/WSB Use

Regional Advisor/Project Manager ___________________________ Date ________

Program Section Manager ___________________________ Date ________

ITPAS Section Manager ___________________________ Date ________

(If computer related equipment, software or subscription is being purchased, the ITPAS Section Manager’s signature is required.)