

DEPARTMENTAL APPROVAL REQUEST

Commodity			
Department			
Budget Code			
Source of Funding	Operating	Capital	Multiyear Capital
Purpose			
Results	Vendor Name	Bid Amount	
Expected Value	As above	Value shown is an estimate only for a year period. The City does not guarantee to buy any specific quantities or dollar value.	
Contract Duration			
Recommendation			
Quotes Obtained by			
Manager or Designate		Date	
Deputy City Manager or Designate		Date	

- In cases where the procurement value is \$50,000 or above Council approval is required. The entire procurement value must be calculated to determine this threshold including any possible contract extensions.
- Where departments have used a limited call for bids to purchase commodities they are responsible to send the information to council for approval by using this form.
- A purchase order will not be created until all documentation, including council approval, has been provided with an approved requisition.

