

BID PROCUREMENT AUTHORIZATION FORM

NON-PROFESSIONAL SERVICES

TYPE OF REQUEST (Check One and Complete):

- NEW CITY PROCUREMENT (CAO Approval)
- PIGGYBACK OR INTER-GOVERNMENTAL OR STATE CONTRACT USE
 NAME OF POLITICAL OR STATE SUBDIVISION: _____
(Chief Procurement Officer Approval Only)
- GSA SCHEDULE ON STATE OF LA CONTRACT (Chief Procurement Officer Approval Only)
- OTHER (EXPLAIN) _____ (CAO Approval)
- FUNDING SOURCE(S): GENERAL FUND FEMA HUD BONDS OTHER _____

REQUESTOR: _____
DEPARTMENT HEAD NAME & SIGNATURE

REQUESTING DEPARTMENT: _____
NAME AND ORGANIZATION CODE

COST ESTIMATE: \$ _____ BUDGETED: YES NO REQUISITION # _____
 (IF NO, EXPLAIN) _____

REQUESTED MATERIALS, SUPPLIES, EQUIPMENT OR SERVICES: *(Required Resources)* _____

JUSTIFICATION AND PROPOSED USE: _____

Will this procurement likely require a contract? Yes No

SPECIAL CONSIDERATION: _____

DEPARTMENT CONTACT NAME: _____

OFFICE PHONE: _____ CELL PHONE: _____

E-MAIL: _____ OFFICE LOCATION: _____

DEPUTY CAO REVIEW/APPROVAL *(If Applicable)* SIGNATURE: _____ DATE: _____

PROCUREMENT APPROVED BY:
(Initial or Sign) _____
Gilbert A. Montaña, Chief Administrative Officer

PROCUREMENT DISAPPROVED BY:
(Initial or Sign) _____
Gilbert A. Montaña, Chief Administrative Officer

If approved forward to Purchasing

APPROVED BY: _____
(Initial or Sign) Julien Meyer Chief Procurement Officer

DISAPPROVED BY: _____
(Initial or Sign) Julien Meyer Chief Procurement Officer