# Purchase Approval Request Form

**Costs/Activities Requiring Pre-Approval**

Before purchasing any of the items listed below, the Community Based Organization (CBO) must obtain written approval. Approval of an application budget or action plan does not satisfy this requirement. CBOs proposing costs that require prior approval must submit a written request during the contract term—and before implementing or purchasing the item. Requests must include any necessary draft advertising or promotional materials.

If written approval is not received prior to implementation or purchase, the Iowa PCA may choose not to reimburse the cost of the item.

Items requiring prior approval:

1. Advertising, educational materials, or other promotional items
*Note: All developed or distributed publications may be required to include the attribution:* *“Produced with funding from the Iowa Department of Health and Human Services.”* *A small font and inconspicuous placement are acceptable if the statement is legible.*
2. Purchase of fixed assets (e.g., automobiles, automotive vehicles, program equipment, fixtures, major medical equipment)
3. Paid speakers
4. Trainings (including registration costs and related travel expenses such as mileage, airfare, lodging, or meals)
5. K-12 prevention or cessation curricula or adult cessation counseling provided by budgeted staff
6. Dues to organizations or federations

**Staff Name:**

**Date:**

**What is the item you are requesting to purchase?**

**What is the cost of the item?**

**What is the quantity you are requesting to purchase?**

**Where does this purchase fit in your action plan?**