Iowa Department of Human Services

**Approval for Purchase**

|  |  |  |  |
| --- | --- | --- | --- |
| Vendor name: | | | |
| Type of purchase: | | | |
| Amount: | Federal: | State: | Other: |
| Fund: | Department: | Org.: | Object: |
| Persons responsible for purchase: | | | |
| Telephone number: | | Date request for approval initialed: | |
| PO number: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Purchase Approval | | | |
|  | Approved | Denied | Date |
| Supervisor’s Approval  (all purchases) |  |  |  |
| Division of Data Management (all purchases of computer equipment, services, or software) |  |  |  |
| Bureau Chief/Administrative Officer  (over $500) |  |  |  |
| Division/Service Area Manager  (over $1,500) |  |  |  |
| Budget Analyst  (over $500) |  |  |  |
| Chief Financial Officer  (over $1,000) |  |  |  |

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