Iowa Department of Human Services

**Approval for Purchase**

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| --- |
| 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: |

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| 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) |  |  |  |

470-3522 (Rev. 7/08)