

## 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)			