

**CITY OF LONG BEACH – WORKFORCE DEVELOPMENT BUREAU
REQUEST FOR AUTHORIZATION TO PURCHASE**

Request for purchase may be denied if the purchase is not an allowable cost according to Bureau policy, Workforce Innovation & Opportunity Act, and City regulations.

TIMING CONSIDERATIONS – START DATE AND END DATE OF PURCHASE/SERVICE			
AMOUNT REQUESTED (PLUS TAX IF APPLICABLE)			
DESCRIPTION OF PURCHASE			
JUSTIFICATION FOR PURCHASE AND SERVICE LEVEL IMPACT IF NOT APPROVED			
VENDOR NAME			
VENDOR CONTACT NAME			
VENDOR CONTACT INFORMATION (EMAIL AND PHONE)			
PROCUREMENT METHOD – CHECK BOX			
<input type="checkbox"/>	ONE DOCUMENTED QUOTE LESS THAN \$2,500	<input type="checkbox"/>	EXISTING CONTRACT/AGREEMENT
<input type="checkbox"/>	THREE DOCUMENTED QUOTES GREATER THAN \$2,500.01	<input type="checkbox"/>	RFP DOCUMENT \$25,000.01 OR MORE
<input type="checkbox"/>	SOLE SOURCE/EXCEPTION TO POLICY	<input type="checkbox"/>	RENEWAL
PROCUREMENT METHOD - EXCEPTION TO POLICY REQUEST EXPLAIN WHY THE PURCHASE CANNOT BE MADE USING A COMPETITIVE PROCESS IN ACCORDANCE WITH THE CITY OF LONG BEACH’S STANDARD PURCHASING PROCEDURES.			
FUNDING SOURCE			
REQUESTING STAFF		SUPERVISOR APPROVAL	
BUREAU MANAGEMENT APPROVAL		AO/FISCAL OFFICER APPROVAL	APPROVED IN MUNIS
REQUISITION NUMBER		PO NUMBER	
FISCAL STAFF			MUNIS CONTRACT