

## Request for Approval to Charge WIOA Funds

*This form should be used for purchases of equipment and related services for the operation and support of the WIOA program or for the benefit of WIOA participants. Requests should be submitted to Regional Advisors or Project Managers for all procurements exceeding \$5,000 or if approval is required. Additional documentation (e.g., quotations, cost analyses, bid summaries) may be required. Please contact your Regional Advisor or Project Manager with any questions.*

Date: \_\_\_\_\_ Subrecipient Code: \_\_\_\_\_

Subrecipient Name: \_\_\_\_\_

Item or Property to be Purchased: \_\_\_\_\_

Estimated Total Cost of Procurement: \_\_\_\_\_

Anticipated Procurement Date: \_\_\_\_\_

Procurement Method:       Small Purchase                       Sealed Bid (IFB)  
    Competitive Proposal (RFP)       Noncompetitive Proposal

Procurement Type:       Purchase               Lease/Rent               Subscription/Contract  
    Service               Property Sharing

Description, function, and justification of procurement

Reason for procurement method and type, including lease option or property sharing considerations

Why provider was selected

Cost, including any maintenance, installation, taxes, or fees associated with the procurement

\_\_\_\_\_  
Authorized Representative Title  
*(Please Print)*

\_\_\_\_\_  
Signature

<b>FOR SDWP USE ONLY</b>			
Contract Administrator		Date	
Department Director		Date	
SDWP VP of Strategy		Date	
(if computer related equipment, software or subscription is being purchased, the SDWP VP of Strategy signature is required)			