

Purchase approval limits

- Less than \$1,000 – no prior approval
- \$1,000 - \$4,999 – prior approval from the OHS Program Specialist
- \$5,000 - \$19,999 – prior approval from OHS Program Specialist and Fiscal Grant Manager
- \$20,000 and above – prior approval from OHS Program Specialist, Fiscal Grant Manager and OHS Director.

Unless approved in initial contract budget and under \$4,999, this form is required before making any equipment or capital purchases over \$1,000. Failure to submit the required information or to obtain approval in advance may result in delays or purchases being ineligible. Email completed form, along with all quotes, bids, and supporting documentation to your OHS Program Specialist Please allow up to 10 business days for approval.

Date of request:

OHS contract #:

Agency name:

Agency contact name:

Anticipated vendor name:

Purchase Total:

General description of
purchase:

OHS USE ONLY

Program Specialist signature:

Fiscal Grant Manager signature (if required):

OHS Director signature (if required):