

Purchase approval limits

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

Before making any purchase over \$1,000, the agency must submit the following information. Failure to submit the required information or get approval in advance will result in delays or purchases being rejected.

Purchaser's name:

Email:

Phone number:

Vendor name:

General description
of purchase:

Estimated cost:

Amount to be charged to HPO contract #:

Purchase method (iBuy, P-Card, etc.):

Email completed form to: HPOhomelessness@utah.gov

Attach all quotes and supporting documentation to this email.

Business Office Use only

Approvals

Fund Manager Approval:

Approval for purchase > \$5,000:

Approval for purchase > \$20,000: