

# Finance Committee Agenda Request Form



Finance Committee approval is needed for Purchase Order requests that are:

Sole Source and \$50,000.00 or more.

Unbudgeted and \$50,000.00 or more.

**Purchase Order requests are reviewed annually.**

Contracts that are two (2) or more years will require FC approval if the amount is \$50,000.00 or more each fiscal year.

## Request Details

<b>Requested Review Date:</b>		<b>Did you obtain 3 bids?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Requester's Name:</b>		<b>Budgeted Purchase:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Area/Division Director:</b>		<b>Cap Ex Approval:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Business Unit Name:</b>		<b>Cap Ex #:</b>	
<b>Funding Source:</b>		<b>PO Increase:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Total Cost (including shipping/freight):</b>		<b>FYI Only:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Contract Details

<b>Vendor Name:</b>		<b>Verified Status</b> <a href="http://www.sam.gov">www.sam.gov</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Legal Review #:</b>		<b>Review Pending:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Contract Start Date:</b>		<b>Multi-Year Contract:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Contract End Date:</b>		<b>Year of</b>	
<i>FC approval is needed every fiscal year for multi-year contracts, if the total is \$50,000.00 or more.</i>			

## Request Summary/ Sole Source Justification

Please provide a concise summary of the request, including the item(s) being purchased and their benefits.

**For PO increases:** Include the PO number, the amount of the increase, and the new total PO amount after the increase.

**For Sole Source requests:** Provide a detailed justification and attach a letter from the funding source/entity approving the sole source request.

## Bid Information

	Vendor Name	Bid Amount	Indian Preference	Sole Source
<b>Bidder #1</b>				
<b>Bidder #2</b>				
<b>Bidder #3</b>				

### Approvals / Review Dates

CapEx Committee Approval	
Gaming Commission Review	
Legal Review	
Purchasing Review	
Finance Committee Approval	