

# 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

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

## Contract Details

Vendor Name:	Verified Status <a href="http://www.sam.gov">www.sam.gov</a>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Legal Review #:	Review Pending:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contract Start Date:	Multi-Year Contract:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contract End Date:	Year of <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
Bidder #1				
Bidder #2				
Bidder #3				

## Approvals / Review Dates

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