



PROCUREMENT REQUISITION

UNIQUE AND NON-COMPETITIVE

PIGGYBACK

Requested By: _____

Department: _____

Contact Phone#: _____

Date: _____

Vendor Name : _____

Vendor # : _____

Description:

Funding Type and Source:

Operating FQA: 100 -- _____ -- _____ -- _____
Department Cost Center Account

Other : _____
(Capital, Lease, CEA, Revenue, Etc.)

Cost Estimate: \$ _____

Does this project have any federal funding: Yes No

Does this procurement require a contract? Yes No

Required Attachments

Unique and Non-Competitive:

Piggyback:

Unique and Non-Competitive
Justification Memo

Applicable Governing Authority
Contract:

Vendor Proposal/Quote

Vendor Proposal/Quote

Scope of Work/Specifications

Scope of Work/Specifications

Optional Attachments: _____

Deputy Director Signature: _____

Date: _____

Director Signature: _____

Date: _____

For Procurement Use Only

Requisition#: _____