

**REQUEST TO EXPEND FUNDS FOR PURCHASE EXCEEDING \$5,000
FOR AN ACTIVITY OR SERVICE TO OCCUR WITHIN THE NEXT SIXTY DAYS**

Requestor's Name _____ Department _____
 Requestor's Title _____ Date _____
 Requestor's Ext. _____

Is this a request to encumber funds? Y or N (Please attach Purchase Requisition.)
 Is this a request to spend funds already encumbered? Y or N PO # _____
 Is this request funded in the FY10 budget? Y or N (Please attach a copy.)
 Purchase Value \$ _____ When will activity occur? _____
 Budget Code # _____ Object Code # _____
 Funds Available \$ _____ Funds Available \$ _____

Vendor Name _____ * Sole Source? Y or N
 Was this activity secured via a bid? Y or N Did the bid go through Purchasing? Y or N
 Other Bid #1 _____ \$ _____
 Other Bid #2 _____ \$ _____
 Other Bid #3 _____ \$ _____

(Information above to be completed only if the information was not provided at the time of the encumbrance.)
 * Requires justification.

Is this request:

critical to revenue generation? Y or N If yes, how much? \$ _____
 critical to college and or department mission? Y or N Why? _____
 critical to security? Y or N Why? _____
 dictated by federal or state regulations? Y or N Attach the regulation: _____

What will happen if this transaction is NOT approved at this time and is postponed?

FINAL DECISION and AUTHORIZATION

- This request has been approved. _____
PC Member Signature
- This request has been approved. _____
Director of Budget Signature/Date
- This request **HAS NOT** been approved at this time. _____
Sr. VP for Admin and Finance Signature/Date

REASON:

Review of Budget Code Total _____
 Review of Object Code Total _____