



PROCUREMENT REQUEST FORM



Note: The Procurement Request form is to solicit quotes through an informal (Small Purchase) bid process for purchasing transactions \$100,000 or less using Federal Funds (2 CFR 200.318) and \$3,000 to 49,000 using non-Federal funds (COH AP 5-8, Executive Order 1.14). Signature of this document is still required.

*** Required Fields [must be completed]**

Description of Purchase *	Impact Center Consulting Services	HCDD Division: *	Director's Office
Deadline Date of Request: *	6/10/2020	Purchase Type: *	Service Under <50K
Requester Name: *	Guillory, Beverly - HCD	Created:	6/9/2020
Requester Phone Number: *	8323956335		

Brief Description of Scope of Work for Goods/Services:

Additional funding to continue the existing level of executive coaching to Senior Staff in June. \$1,800 (Six Sessions at \$300) will cover executive coaching sessions with Executive Director Tom McCasland (4 sessions) and Associate Director Anderson Stoute (2 sessions) during the month of June.

Note: Please allow a minimum of three (3) days for bid responses.

FINANCE USE ONLY	PROCUREMENT USE ONLY
Fund Number: <input type="text"/>	Status: Pending <input type="text"/>
Funding Source: <input type="text"/>	Purchase Order No#: <input type="text"/>
Cost Center: <input type="text"/>	Name of Vendor: <input type="text"/>
G/L Account: <input type="text"/>	Date Processed: <input type="text"/>
Business Area: <input type="text"/>	Date Received: <input type="text"/>
Internal Order: <input type="text"/>	Total Amount: <input type="text"/>
BFY: <input type="text"/>	Procurement Staff <input type="text"/>
Grant: <input type="text"/>	Priority: <input type="text"/>
Funds Reservation: <input type="text"/>	Notify Department: <input type="text"/>
Funds Approval Mgr: <input type="text"/>	Notify Department: <input type="text"/>
Justification of Need for Goods/Services <input type="text"/>	Procurement Notes: <input style="height: 80px;" type="text"/>

Requestors Signature: <u><i>Beverly Guillory</i></u> Date: 6/9/2020 <small>DocuSigned by: 3512DD1C79474BC...</small>	Supervising Manager (Purchase under \$5,000) Manager: <u><i>Keith W. Bynam</i></u> Date: 6/9/2020 <small>DocuSigned by: 69AB087638F6490</small>
Buyer's Signature: <u><i>Syed Taqvi</i></u> Date: 6/10/2020 <small>DocuSigned by: E1E994377675433...</small>	Funds Approval Signature: _____ Date: _____
Procurement DPU Signature: <u><i>Tywana Rhone</i></u> Date: 6/10/2020 <small>DocuSigned by: A3F6AADA2C604F9...</small>	(Purchase over \$5,000) CFO Signature: _____ Date: _____
(Purchase over \$5,000) Assistant or Deputy Director: _____ Date: _____	Director Signature (Only Consultant Services) Director or Designee: _____ Date: _____

Attachments