

Equipment Purchase Request Form

Iowa Weatherization Program

The purchase of equipment and vehicles using weatherization funds must have prior DCAA approval when the purchase price is \$5,000 or more. Refer to Section 9.0 of the Policy and Procedures manual.

Agency Name: _____ Date: _____

Funds to be used: DOE HEAP Equipment Other (specify) _____
 HEAP Admin/Support

Equipment is needed for: Program Expansion Replacement Other (explain) _____

Item Brand Name, Description	Replacing Current Item	Quantity	Unit Price	Net Price
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total: _____

Purchase Justification: Explain why the item(s) is needed, the items' purpose, and who will be using the item(s). If attrition, list present value and serial number of equipment to be replaced.

Was the bid proposal advertised in a newspaper or other media? Yes No N/A

** Not applicable if bid was not advertised in a newspaper or other media.*

** Advertisement must be sent along with this form.*

If applicable, in which media did you advertise? _____

If applicable, dates advertised. From _____ To _____

Number of bid proposals sent to vendors. _____ N/A

** Not applicable if bid request was advertised.*

Number of bids received back from vendors. _____ Selected vendor was low bidder. Yes No

Selected Vendor Name: _____

Bid Specifications: (** In ALL cases, bid requests must be sent along with this form for review.*) If vendor selected was not low bidder, explain the reason the vendor was chosen.

Agency Review:

Agency Representative Approval: _____ Date: _____
(Entering your name serves as your digital signature)

Agency Representative Title: _____

Agency Contact Person: _____ Date: _____

DCAA Review: DCAA Approval: Yes No

DCAA Representative Approval: _____ Date: _____
(Entering your name serves as your digital signature)

DOE Review: DOE Approval Needed: Yes No DOE Approval: Yes No

DOE Representative Approval: _____ Date: _____
(Entering your name serves as your digital signature)

DOE Representative Title: _____

Notes: