FOOD ACQUISITION APPROVAL REQUEST

The purpose of this form is to request and obtain the proper agency approvals **prior** to purchasing food items for a situation or event, **as required by policy or when no specific statute allows for the purchase.**

Required Steps:

1. Complete form in its entirety and obtain the appropriate Facility/Unit Head and Division or Senior Staff signatures.

2. Email the form to the chief administrator of Contracts and Acquisitions. <mark>**The completed form is to be submitted a minimum of 3 weeks prior to the event date.**</mark> *Incomplete forms will be returned.*

3. The Contracts and Acquisitions unit will route the form for additional signatures. Once fully approved, the form will be returned to the chief administrator of Contracts and Acquisitions, who will ensure distribution to the requester.

4. Once the approved form is received, the requester may then enter a purchase request into the IPR system, attaching the approved food request, along with an approved exception request, if required.

5. Once the IPR is approved, the items may be purchased. This entire process must be completed **prior** to purchases being made.

Requester's Name:	**Requester's Email:**	**Requester's Work Location:**
Date of Event:	**Location of Event:**	**Estimated Total Expenditure:**
Description of type, and number of individuals that will be in attendance:		
Description and purpose of the event, including how the expenditure serves a lawful public purpose that affects the inhabitants of the state as a whole rather than as individuals:		

Items that are available on State Use or Mandatory Statewide Contracts, must be purchased using these contracts unless an exception has been granted by OMES (OMES Form 109 must be attached). Provide the name of each vendor being utilized, along with the SW Contract # (if applicable) and a description of the items and quantities being purchased:

Vendor Name	SW Contract # (if applicable)	Description of Items and Quantities

	SIGNATURE	DATE
FACILITY/UNIT HEAD APPROVAL		
DIVISION OR SENIOR STAFF APPROVAL	SIGNATURE	DATE
REVIEWED BY C&A UNIT	**C&A NOTES:**	
CHIEF FINANCIAL OFFICER APPROVAL	SIGNATURE	DATE