BCCC
Baltimore City Community College

PURCHASE REQUEST EQUAL TO OR EXCEEDING $25,000

Department Name:			
Department Contact:		**Email Address:**	
Purchase Type:	☐ Commodity ☐ Services ☐ IT Hardware ☐ IT Software /Subscription ☐ Maintenance ☐ Construction		
Estimated Amount:		**Fund Source**	**PCA:**	**AOBJ:**
Project Title:			

1. **Describe the product or services being requested. If service is requested, provide the length of time the services is needed. If additional space is needed, please submit a separate paper.**

2. **Please provide the justification and operational need of this product or service:**

3. **Does this purchase request have any IT components?** If so, Information Technology Services must review and approve this request.

Cabinet Approval:	
	Vice President or Designee Date
Budget Approval:	
	Budget Director or Designee Date
Procurement Review:	
	Procurement Director Date
Chief Financial Officer Approval:	
	CFO or Designee Date
President Approval:	
	President or Designee Date
ITS Approval: (if applicable)	
	Chief Information Officer or Designee Date

SEND COMPLETED FORM WITH ALL SIGNATURES AS PART OF THE DOCUMENTATION SUBMITTED TO THE OFFICE OF PROCUREMENT.

In accordance with BCCC's Procurement Policies and Procedures, all procurements equal to or exceeding $25,000 is required to be reported or approved by the Board of Trustees with the President of the College's approval. BCCC requires any purchase requests that is anticipated to equal or exceeds $25,000 to obtain pre-approval signatures before the request is submitted to the Office of Procurement.

The information that is needed to be completed on the form:

- **Department Name:**   *The name of the Department that is submitting the form.*
- **Department Contact:** *Name of the person that is completing and submitting the form.*
- **Email Address:**   *The person's email address that is completing and submitting the form.*
- **Purchase Type**:   *Select the type of purchase being requested:*
    - *Commodity – any items or product that can be purchased and needs to be delivered*
    - *Services – any type of professional services that needs to be provided by professional company.*
    - *IT Hardware – any IT related equipment, used in connection with a computer, laptop, or electronic system*
    - *IT Software / Subscription – any program and/ or subscription that requires a license to that needed for operational task on a computer or laptop.*
    - *Maintenance – any services that is related to upkeep of the buildings and surrounding areas.*
    - *Construction – the building or renovating a structure or large area*

- **Estimate Amount:**   *The anticipated dollar amount of the purchase being requested..*
- **Fund Source:**   *Identify the budget from which the funds are coming from. If unknown, contact the Office of Budget to obtain the required information.   The Budget Office will provide you with the Program Cost Account (PCA) and the Agency Objective code (AOBJ).*
- **Project Title:**   *Title of the purchase that is being requested.*

1. **Describe the product or services being requested.   If service is being requested, provide the length of time the services is needed.** *Describe the product and service that is being requested in detailed. If this is a service request, please describe the length of time the service will be needed.   If service is for continual services, this needs to be stated.*

2. **Please provide the justification and operation need of this product of service.**   *Please outline the justification for requesting this product or service and explain in detail the operational need for this product or service.*

3. **Does this purchase request have any IT components?** *It is the College's policies that all purchase requests involving any IT components must be review and approved by Information Technology Services (ITS) Division to ensure compliance and compatibility with the College's IT policies and networks.   ITS may have additional questions regarding this request.*

NOTE:

All signatures must be obtained in order as it appears on the form. Once all signatures are obtained; requisition with all required documents including this form needs to be submitted through Procurement Portal. If the Office of Procurement receives any purchase requests equal to or exceeding $25,000 without this signed document authorizing approval of the purchase; the requisition will be rejected back to the submitting Department.