



Indiana Civil Rights Commission
Purchase Approval Form

All purchases, regardless of amount, must be in concurrence with current IDOA procurement regulations.

Before making any purchase, you must submit the following information. Failure to submit the required information or get approval in advance will result in delays or purchases being denied.

Purchasing Method

30 days	One-time purchases < \$1,500	One-time purchases of less than \$500 may be made without soliciting competition. <u>The requirement to purchase from a QPA, PEN Products, or Ability Indiana is applicable regardless of purchase dollar amount.</u>
30 days	Commodity purchases > \$1,500, but < \$2,500	Purchases more than \$1,500 require four quotes via phone, email, fax or mail. One must be from a certified minority, women's or veteran owned business. All quotes require documentation using the DPAP Solicitation Summary.
30 days	Commodity purchases > \$2,500, but < \$5,000	Purchases more than \$1,500 require four quotes via phone, email, fax or mail. One must be from a certified minority, women's or veteran owned business. All quotes require documentation using the DPAP Solicitation Summary. The awarded supplier must provide a completed Quotation Confirmation and a signed copy of the Terms and Conditions document.
30 days	Commodity purchases > \$5,000, but < \$75,000	Require the formal Request for Quotation procedures from four bidders, including the package of standard forms. One must be from a certified minority, women's or veteran owned business. Bidders must be given seven business days to respond.
90 days	Procurement Contracts > \$1,500, but < \$5,000	Purchases more than \$1,500 require four quotes via phone, email, fax or mail. One must be from a certified minority, women's or veteran owned business. All quotes require documentation using the DPAP Solicitation Summary. Quotes above \$2,500, the awarded supplier must provide a completed Quotation Confirmation and a signed copy of the Terms and Conditions document.
90 days	Procurement Contracts > \$2,500, but < \$75,000	Require the formal Request for Quotation procedures from four bidders, including the package of standard forms. One must be from a certified minority, women's or veteran owned business. Bidders must be given seven business days to respond.
90 days	Purchases > \$75,000	Purchases must be solicited, awarded, and processed by the IDOA Procurement Division.
30 days	Special Procurement	If seeking competitive quotes is not possible, must provide justification explaining the specific circumstances.

About the Purchase

Date needed	
Description of Purchase	

Justification	
Estimated cost	

For Purchases funded by Federal grants:

Grant Award Number		Federal Funder	
CFDA Number		Relevancy	

Encompass Chart of Accounts *(If Amendment, record new funding only)*

Fund	Account	Program	Dept	Bud Ref	Project ID	Activity Code	Amount
							\$
							\$
							\$

Requestor Signature & Date	Approver Signature & Date