



TOWN OF EDGARTOWN PROCUREMENT DEPARTMENT

PROCUREMENT APPROVAL FORM

This form must be filled out by the Project Owner or Department Head. It must be signed by the Procurement Officer prior to processing any payment to the vendor. This form is to be used for all contracts for supplies and services from **\$5,000 to \$49,999**. Once signed, this form is to be submitted to the Accounting office attached to any invoices presented for payment.

Please attach copies of all written quotes provided.

DEPARTMENT: _____ **DATE:** _____

PROJECT OWNER/DEPT. HEAD: _____

PROJECT TITLE: _____

SPECIFICATIONS: (attach additional pages whenever necessary)

QUOTES SOLICITED FROM: (Include name, phone/address & email)	RESPONSIVE?		PRICE OFFERED
1. _____	YES	NO	\$ _____
2. _____	YES	NO	\$ _____
3. _____	YES	NO	\$ _____
4. _____	YES	NO	\$ _____

VENDOR AWARDED: _____ **DATE** _____

CONTRACT VALUE: \$ _____

CPO APPROVAL – I certify that I am not aware of any violations of Chapter 268A (ethics issues) regarding this procurement.

_____ PROJECT REF: _____