



**TOWN OF EDGARTOWN**  
PROCUREMENT DEPARTMENT

**WARRANT ARTICLE REQUEST FORM**  
(FOR ALL PURCHASES OVER \$5,000)

**PART 1. (FOR ALL PROJECTS OVER \$5,000):**

OWNER/DEPARTMENT: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

PROJECTED COST: \_\_\_\_\_ PROCUREMENT TYPE: \_\_\_\_\_  
(30B; 30 § 39M; 149; Exempt)

- PURCHASE DESCRIPTION/SCOPE OF WORK ATTACHED
- PREVAILING WAGE RATES APPLY (c. 149 & c. 30 39M ONLY)
- EXEMPT FROM PART 2

**PART 2. (FOR ALL PROJECTS OVER \$20,000):** \*AT LEAST TWO WRITTEN QUOTES **REQUIRED**,  
PLEASE ATTACH.

#1: \$ \_\_\_\_\_ Vendor/Contractor \_\_\_\_\_ Date Received \_\_\_\_\_

#2: \$ \_\_\_\_\_ Vendor/Contractor \_\_\_\_\_ Date Received \_\_\_\_\_

**IF PURCHASING OFF A STATEWIDE CONTRACT:**

CONTRACT ORIGIN & NUMBER (i.e. OSD, FAC77) \_\_\_\_\_

CONTRACT ADMINISTRATOR NAME & EMAIL \_\_\_\_\_

**ACCOUNTANT NOTES:**

ARTICLE #: \_\_\_\_\_ DOLLAR AMOUNT: \$ \_\_\_\_\_

**PROCUREMENT OFFICE APPROVAL:**

DATE: \_\_\_\_\_