



Purchasing Authorities:

≤ \$4,999: Department Head

\$5k - \$19,999: Department Head & Finance Director

\$20k - \$59,999: Department Head, Finance Director, & City Manager

\$60k+: City Council

PURCHASE ORDER REQUISITION FORM

Department: _____ Description of Purchase: _____ Vendor Name: _____ Vendor Contact Name: _____ Phone # or Email: _____	Amount: _____ <small>If cost needs to be split, use the below lines:</small> Account #: _____ Account #: _____ Account #: _____ Account #: _____
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Please attach vendor's W9 - if needed by Finance

TYPE OF PROCUREMENT

Under \$5,000 - only one quote needed

Sealed Bids/RFP: Bid/RFP# _____

Blanket PO Request for Routine Purchases

Interlocal/Cooperative Contract: Contract # _____

This Purchase is exempt from competitive bidding and HUB requirements per the following:

- Single/Sole Source (Please attach documentation)
- Professional Services as defined by Sec. 2254.002 (2) of Gov. Code
- Emergency Purchase due to: _____
- Exempt Per the following # under Sec. 252.022 of Local Gov. Code: _____

Three Quotes - The following other two vendors were contacted (quotes attached)

Vendor Name: _____	Quoted: _____
Phone # / Email: _____	HUB: <input type="checkbox"/> Yes <input type="checkbox"/> No
Vendor Name: _____	Quoted: _____
Phone # / Email: _____	HUB: <input type="checkbox"/> Yes <input type="checkbox"/> No

PER STATE LAW, AT LEAST 2 HISTORICALLY UNDERUTILIZED VENDORS (HUBs) WITHIN BRAZORIA COUNTY MUST BE CONTACTED, IF AVAILABLE.

Please request the list of Brazoria County HUBs - if needed. Finance can provide the list.

IF 2 HUB VENDORS WERE NOT CONTACTED, CONFIRM THE FOLLOWING:

NO APPLICABLE BRAZORIA COUNTY HUBs WERE IDENTIFIED

APPROVALS

Department Head	Date	City Manager	Date
Finance Director	Date	Date of Council Approval	