

Miami County Data Board

Date _____
Department _____
Name _____

Type of Request: **Administrative** (Purchases under \$2,500)
Approval by letter - no attendance at monthly meeting required

Regular (Purchases \$2,500 and over)
Attendance at next regularly scheduled meeting required

Emergency** (Purchases \$2,500 and over)
Initial approval by letter - attendance at next regularly scheduled meeting required.

Replacement ** (Use this category for a one-to-one replacement of a computer/
laptop/tablet. Purchases can be made for any number of replacements.) Approval
by letter - no attendance at monthly meeting required

Description of purchase request:

Quotation #1 _____ (Recommended for purchase)
Quotation #2 _____ (Additional quotation)
Quotation #3 _____ (Additional quotation)

**Explanation (If you are requesting an emergency approval, please explain the reason for the emergency.)

Org (Fund & Dept) _____ **Object** (Account) _____

Please attach each quotation to this form. If you are only providing one quotation, an explanation will be necessary.

Department Head