



BOARD OF CONTROL REQUEST FORM

The Board of Control meeting is held on Wednesdays at 11:15 a.m. in the 7th floor conference room.
(Meeting location, day and time is subject to change with advanced notice)

All requests must be received by no later than 10:00 a.m. on the Tuesdays prior to the meeting, or by 10:00 a.m. one day prior to the meeting when BOC is held on a day other than Wednesday.

<<< Answer all of the following questions for each request submitted >>>

- 1. Request Date:
- 2. Name of Department Submitting Request:
- 3. Summary of Report:

4. Name of Vendor:

5. Amount: \$

6. Number of account to be used for funding:

7. VENDOR DETAIL

Sole Source Vendor - Yes

No

State Purchasing Vendor - Yes

No

List the names and the quote received from *at least* three vendors for the requested item;
Or, if bids were submitted, use this area to list vendor names and bid amounts.

Vendor #1 _____

Vendor #2 _____

Vendor #3 _____

Vendor #4 _____

8. The Treasurer's Office has verified that the vendor selected is registered with the City Yes No

9. Is the amount requested due to a change order? Yes No

10. If necessary, has City Council approved and when? (Please provide Ordinance number) _____