



City Manager Contract/Purchase Request Form

[\(How-To Guide for this Form\)](#)

Requester Name: _____ Date: _____

Department: _____ Department Head Initials: _____

Type of Request: _____ If Other, Explain: _____

Vendor Name: _____

Services/Goods Being Provided:

Financial Impact Amount: _____ Account Code: _____

Available Budget for Above Account Code in Current FY: _____

Contract Term: _____ Contract End Date: _____

Insurance Compliance Attached: _____

Business License Current: _____ If Business License N/A, Explain:

Recurring Purchase: _____

Sole Source: _____

If Yes, Explain:

If No and If Amount Exceeds 25K, Attach Written Quote: Attached

	Vendor Name	Quote Amount
1)		
2)		
3)		

Is it a City Approved Contract Template: _____

If No, Name of Reviewing City Attorney: _____

Document Attached: _____

Additional Information:

Approved By: _____ Date: _____
David Gassaway, City Manager

***For Non-Recurring Goods Purchases – City Manager and Department Head Signature Not Required. Enter as Purchase Requisition in Tyler with This Form.**