



MONTGOMERY COUNTY FIRE AND RESCUE SERVICE
Purchase Approval Request

FYXX
Office of Procurement
Buyer's Initials:

Type of Purchase Requested (check one)

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- ☐ Purchasing Card: _____
Print P-card holder's name
- ☐ Invoice Payment
- ☐ Direct Purchase Order
- ☐ Requisition for Issuance of Purchase Order Against Contract
- ☐ Requisition for Issuance of a Contract Amendment
- ☒ Requisition for Issuance of a Formal Solicitation (IFB, RFP)
- ☐ Requisition for Issuance of Informal Solicitation
- ☐ I have no economic interest in the supplier referenced below

Supplier Number	Supplier Address and Phone Number	LSBRP Supplier	Price
		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	\$

Cost Center Number	Cost Center Name	Account Number	Account Name	Grant/Project Number	Grant/Project Name	Grant/Project Detail
	-		-	-	-	-

USED FOR GRANT(S) ONLY (FUND 160)

Project	Task	Award	Expenditure	Organization

COMMODITY/SERVICES REQUESTED

COMMODITY CODE	DESCRIPTION/SPECIFICATION*	QUANTITY	UNIT PRICE	EXTENDED PRICE
				\$0

Contract Number	FY Procurement Freeze Exemption Number	Requisition Number

REQUESTED BY: _____ (PRINT NAME & RANK, THEN INITIAL) DATE: _____

REQUESTER: SEND COMPLETED FORM TO YOUR DIVISION CHIEF AS AN E-MAIL ATTACHMENT FOR REVIEW AND APPROVAL.