

Appendix D-2:

Form 7100 Request for Purchase Review



Texas Workforce Commission

Member of the Texas Workforce Network

REQUEST FOR PURCHASE REVIEW

Complete and submit Form 7100 to the Texas Workforce Commission's Contract Management department to request prior approval for the acquisition of real property or equipment, and for other costs requiring concurrence approval from the Texas Workforce Commission. Unless otherwise defined by the Texas Workforce Commission, real property and equipment have the meanings in the Texas Workforce Commission's Financial Manual for Grants and Contracts.

CONTRACTOR:			PREPARED BY:		
NAME _____			NAME _____		
ADDRESS _____			TITLE _____		
CITY _____	STATE _____	ZIP CODE _____	DATE _____	TELEPHONE NUMBER _____	
PROPOSED PURCHASE (ATTACH ADDITIONAL PAGES IF NECESSARY)					
ITEM		UAC	QUANTITY	TOTAL COST	
			TOTAL:		
METHOD OF PROCUREMENT					
<input type="radio"/> Small Purchase		<input type="radio"/> Competitive Negotiation (Request for Proposal [RFP])			
<input type="radio"/> Formal Advertising (Sealed Bids)		<input type="radio"/> Noncompetitive (if noncompetitive, certification letter must be attached)			
ALLOCATION OF CHARGES					
	ADMIN		PROGRAM		
WIA	%	%			
CHILD CARE	%	%			
ES	%	%			
FSE&T	%	%			
Project RIO	%	%			
TANF/CHOICES	%	%			
VETS	%	%			
Other _____	%	%			

Property Description and Use

Empty space for Property Description and Use.

CERTIFICATION

1. The contractor assures compliance with the requirements of the Texas Workforce Commission Financial Manual for Grants and Contracts, and that documentation supporting this procurement action is retained on file for verification purposes.
2. The contractor assures that the property to be purchased:
 - is not already available;
 - will be used as described above; and
 - if applicable, is compatible with TWC equipment.
3. The contractor further assures that if the property to be purchased is to be used to provide training and/or administrative activities to support and benefit the programs.
 - such training will be for employment in jobs which have been identified as a demand occupation.
 - the costs of equipment will be expended against the program or programs receiving the percentage of benefit.

Authorized Signature/Title*

Date

*For signatures other than the Executive Director, authorization **with** original signatures must be on file with TWC's Contract Management Department. Authorization and original signatures are submitted to senior Contract Managers in the TWC Contract Management Department using the Authorized Signature Designation form provided in Appendix D.6 of the Financial Manual for Grants and Contracts.

Commission Use Only

Reviewed By:

Date:

Check one:

Approved

Not Approved

Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the Contract Management Department, Room 424T. Please call your senior contract manager if you have questions. An individual may receive and review information that TWC collects regarding that individual by sending an e-mail to open.records@twc.state.tx.us or writing to TWC Open Records Unit, 101 East 15th Street, Room 264, Austin, Texas 78778-0001.