

Los Angeles Valley College Procurement Authorization Form

**This form need to be completed and submitted with all Purchase Requisitions, Facilities Orders, Short Term Agreement Requests and Contract Requests for funds 10099, 10100, 10106, 10109, 10117, 10118, 10119, 10140, 10160, 10209, 10210, 10211, 10212, 10213, 10214 and 10999. Procurement is not authorized until the Division Vice President approves the procurement.*

In detail, please describe the goods or service the department is requesting and provide a justification for the purchase.

In detail, describe the impact on instruction or ongoing operations or service to students if the request is denied.

In detail, please explain how this procurement is connected to the College's Vision, Mission and Core Values or another College approved planning document?

Requestor (Print and Sign)

Date

Level of Authority Above Requestor
(Print and Sign)

Date

Area Vice President (Print and Sign)

Date