



CITY OF ATLANTA

DEPARTMENT OF PROCUREMENT

SUITE 1900

55 TRINITY AVENUE, SW

ATLANTA, GA 30303

(404) 546-1000

Andre Dickens

Mayor

Chandra Houston

Interim Chief Procurement Officer

Excellence in VALUE CREATION through Partnership, Collaboration, and Innovation

SMALL PURCHASE REQUEST FORM (\$25,000.00 to \$100,000.00)

(Please include a memo from the Commissioner attesting that A) all active contracts were evaluated before requesting this purchase, B) Why the chosen vendor was selected, and C) a justification for why this purchase is being made, all quotes obtained, and this completed form when submitting requisitions)

VENDORS CONTACTED TO PROVIDE THE REQUIRED GOODS AND/OR SERVICES:

1. _____ Amt. _____ 3. _____ Amt. _____
2. _____ Amt. _____ 4. _____ Amt. _____

CERTIFICATION:

I APPROVE THIS \$ _____ PURCHASE WITH
PROCUREMENT AND REAL ESTATE CODE.

BE MADE IN ACCORDANCE WITH SEC _____ OF THE

JUSTIFICATION:

USER AGENCY USE ONLY:

Manager's Signature

Date

Commissioner's Signature

Date

DEPARTMENT OF PROCUREMENT USE ONLY:

Category Manager

Date

Deputy, Chief Procurement Officer

Date

Chief Procurement Officer

Date