

Form 27

Budget Purchase or Contract Authorization

Identify the actual party to be bound and express signing authority before commitment.

Requester and proposed vendor

Purpose budget reference and alternatives

Amount term and ongoing commitments

Actual contract party and responsible signer

Property or employment obligations if applicable

Conflicts and independent review

Extraordinary approval reference if required

Approving signatures and limits

Execution and permanent record

Record reference _____ Attachments _____