

TOWN OF DIGHTON PROCUREMENT APPROVAL FORM

This form must be used for the purchase of supplies and/or services between \$1,000.00 and \$9,999.99 to ensure all departments are following the Town policy. For purchases over \$10,000.00 please follow the proper M.G.L. Chapter. The Town Accountant will not process the payment unless this form is signed by the Department Head and the BOS Chairman/Procurement Officer and submitted along with the invoice. Invoices submitted without the form will be returned to the department. If there is a contract in place with the vendor a signed copy must be on file with the Town Accountant.

Department _____

Today's Date _____

VENDOR AWARDED	DATE AWARDED	DOLLAR AMOUNT AWARDED

SPECIFICATIONS- Description of goods and/or services to be purchased

QUOTES/BIDS RECEIVED - Include name of vendor, contact, phone number, city, and state. Final quoted price
(A minimum of 3 quotes must be solicited. Attach additional pages as needed and provide supporting documentation as requested.)

- 1) _____

- 2) _____

- 3) _____

- 4) _____

APPROVAL— I certify that I am not aware of any violations of Chapter 268A (ethics issues) regarding this procurement. I am not aware of any potential conflict of interest that I have not already disclosed to the BOS Chairman/Procurement Officer.

Signature - Department

Signature-Town Accountant

Signature – BOS/Procurement Officer