

ITCA PURCHASE REQUEST FORM

This form is to be completed for purchases of items that are listed in the policy and procedure manual as requiring prior approval including, but not limited to, incentive items, gift cards, repairs, equipment and computers.

Agency Name:		Contact Person:	
Description of Item to be Purchased		Quantity	
Purpose/How Item will be used		Cost per Item	
Type of Item (outreach, NE/BF incentive, construction, repairs, renovation, equipment, computer, etc.)		Procurement Method if >\$1,000 (formal bid, quotes, etc.)	
Which of the following apply to the outreach incentive items requested? <input type="checkbox"/> Reasonable and necessary <input type="checkbox"/> Publications or printed material that include any program information contain a WIC-approved nondiscrimination statement <input type="checkbox"/> Contain a WIC specific message that targets the potentially eligible population <input type="checkbox"/> Normally seen in public <input type="checkbox"/> Have value as outreach devices that equal or outweigh other uses <input type="checkbox"/> Include WIC contact information such as the local agency name, address and/or phone number <input type="checkbox"/> Be of nominal value		Which of the following apply to the nutrition or breastfeeding incentive items requested? <input type="checkbox"/> Reasonable and necessary <input type="checkbox"/> Publications or printed material that include any program information contain a WIC-approved nondiscrimination statement <input type="checkbox"/> Either convey enough information to be considered educational or be utilized by clients to reinforce nutrition education contacts (NE only) <input type="checkbox"/> Either convey information that encourages and supports breastfeeding in general, informs clients about the benefits of breastfeeding, or offers support and encouragement to women to initiate and continue breastfeeding (BF only) <input type="checkbox"/> Have value as nutrition education aids or breastfeeding promotion and support items that equals or outweighs other uses <input type="checkbox"/> Distributed to the audience for which the items were designed (breast pads to BF moms, sippy cups for infants learning to drink from cup) <input type="checkbox"/> Have a clear and useful connection to WIC nutrition education messages or promoting and supporting breastfeeding among current WIC clients	
Which of the following apply to any other item requested? <input type="checkbox"/> Reasonable and necessary <input type="checkbox"/> Used only for WIC purposes or allocated to WIC appropriately (explain allocation method below) Allocation method: <input type="checkbox"/> Allowable cost Note that construction, repairs, vehicles and renovations require additional documentation once approved by ITCA.			
Funding Source <input type="checkbox"/> In approved WIC budget line item <input type="checkbox"/> Unspent funds <input type="checkbox"/> Requesting special funding ____% allocated to WIC		(for ITCA use only) <input type="checkbox"/> Approved for purchase <input type="checkbox"/> Approved for purchase with the following limitations _____ <input type="checkbox"/> Approved by ITCA and will be submitted to USDA FNS for approval <input type="checkbox"/> Not approved Reason item not approved : _____	
WIC Staff Signature	Date	ITCA WIC Director Signature	Date