



DEPARTMENT OF
POLICE

CITY OF SACRAMENTO
CALIFORNIA

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SACRAMENTO, CA
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DEPUTY CHIEFS
SAM SOMERS, JR.
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PURCHASING APPROVAL LETTER
To be used for all purchases over \$5,000.

Sub-grantee:

Grant Title: **Public Safety Interoperable Communications Grant**

Grant #: **G11006100**

Our agency is requesting permission to purchase the following item(s) (please provide a brief description)

In order to obtain this item we are going to participate in the following process: (Please check all that apply)

1. Request for Quote (RFQ) -this option can only be used if the total purchase is less than \$25,000 (please request quotes from at least 3 companies)
2. Invitation for Bid (IFB) for items being purchased
3. Request for Proposal (RFP) for project
 - a) This project requires professional services (engineer, consultant etc) OR
 - b) This project requires a custom design (architecture firm etc)
4. We are participating in a Cooperative Agreement or "Piggy Backing" on existing contract
 - Name of Agreement _____
 - Agreement Number _____
 - Contact Name _____
 - Telephone number _____
5. Sole-Source Justification
 - a) There is only one (1) manufacturer that is qualified to provide this particular item (please provide written verification from the manufacturer)

The estimated cost for this item is _____

Official Use Only

This is to verify that your purchasing procedures are in compliance with the City of Sacramento's prescribed purchasing requirements.

Your request has been approved.

Fiscal Official: Christine Autio, Sacramento Police Department

Signature: _____

Date: _____