**Tangible Property Request (TPR) Form**

The word "property" as stated in Section 10.2 of the Standard Contract Part 1, means equipment, fixtures, and other property of a nonconsumable and nonexpendable nature, the original acquisition cost or estimated fair market value of which is $5,000 or more and the normal expected life of which is one year or more. This definition also includes hardback-covered bound books circulated to students or the general public, the original acquisition cost or estimated fair market value of which is $25 or more, hardback-covered bound books, the cost or value of which is $250 or more, and all computers.

All Property purchased with funding from the Contract requires prior written approval by the Contract Manager, even if the equipment is included in the Approved Operating Budget.

Please complete the information below.

**Provider Name:** Click or tap here to enter text.

**Contract Number:** Click or tap here to enter text.

**Requester Name:** Click or tap here to enter text.

**Requester Phone:** Click or tap here to enter text.

**Requester Email:** Click or tap here to enter text.

**Date Submitted:** Click or tap to enter a date.

1. **Item Requested (include description and quantity):**

Click or tap here to enter text.

1. **What is the purpose, need or requirement for this purchase effort?**

Click or tap here to enter text.

1. **Will this purchase be one time, or will it be recurring?**

Choose an item.

1. **What is the funding source for the purchase (include percentages if more than one source)?**

Click or tap here to enter text.

1. **What is the cost estimate for this product or service (include per unit and total)?**

Click or tap here to enter text.

1. **Attach the cost estimate(s) or quote(s).**

***Office of Domestic Violence Use Only***

**Approved by:** Click or tap here to enter text. **Title:** Click or tap here to enter text.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Approved:** Click or tap to enter a date.