

**Council on Law Enforcement Education and Training**  
**Division Request for Acquisition** (Revised 8/4/2000)

**Requesting Division Section**

Requestor must provide one Vendor Source ----->

Vendor Name: \_\_\_\_\_

FEI No. \_\_\_\_\_ Phone \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Description: \_\_\_\_\_ Price Estimate: \_\_\_\_\_

**TO EXPEDITE ORDERS, COMPLETE SIDE TWO FOR BID ESTIMATES FOR PURCHASES UNDER \$2500**

Specifications: (List specs such as size, model, make or attach a picture or product specs) \_\_\_\_\_

Reason for Acquisition: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

*(Such as delivery time, location)*

Is this acquisition:  Product  Service  Sole Source **Budgeted in object code:** \_\_\_\_\_

I request consideration of this acquisition and reasonably believe that funds are available within my division encumbrance.

Division Manager Signature \_\_\_\_\_ Date: \_\_\_\_\_

*Route to Accounting Division*

**Accounting Division Section**

I certify that \$ \_\_\_\_\_ (\$ amount) are available from Fund \_\_\_\_\_ Object: \_\_\_\_\_

I certify that \$ \_\_\_\_\_ (\$ amount) are available from Fund \_\_\_\_\_ Object: \_\_\_\_\_

I certify that \$ \_\_\_\_\_ (\$ amount) are available from Fund \_\_\_\_\_ Object: \_\_\_\_\_

I certify that \$ \_\_\_\_\_ (\$ amount) are available from Fund \_\_\_\_\_ Object: \_\_\_\_\_

I certify that adequate funds are not available from the specified account.

Finance Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Route to Director or Return to Requesting Division*

**Director Section**

Request for acquisition is approved

Request for acquisition is denied

Comments (optional): \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date: \_\_\_\_\_

*Route to Certified Procurement Officer*

**Certified Procurement Officer Section**

The contents of this form are complete.

The contents of this form are incomplete. Form returned to requestor or Division Manager.

*If form is returned with additional information, the CPO may initial the returned section and approve the form.*

Comments: \_\_\_\_\_

CPO Authorized Signature \_\_\_\_\_ Date: \_\_\_\_\_

If complete, the CPO Routes to Director with Contracts/Purchase Orders for Signature  
Director returns documents directly to the Certified Procurement Officer to Proceed with Acquisition

# Council on Law Enforcement Education and Training

## Bid Estimates

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*Estimates under \$ 2500 may be obtained by employee. CPO must obtain bids over \$ 2500.*

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Vendor ID: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Estimate \$ \_\_\_\_\_

Shipping Cost: \$ \_\_\_\_\_  No Shipping Cost  Shipping provided by vendor

Delivery Date: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

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Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Vendor ID: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Estimate \$ \_\_\_\_\_

Shipping Cost: \$ \_\_\_\_\_  No Shipping Cost  Shipping provided by vendor

Delivery Date: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

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Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number \_\_\_\_\_ Vendor ID: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Estimate \$ \_\_\_\_\_

Shipping Cost: \$ \_\_\_\_\_  No Shipping Cost  Shipping provided by vendor

Delivery Date: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

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CPO Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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