

**ATTACHMENT 27**

**Tangible Property Request (TPR) Form**

“Property” means equipment, fixtures, and other tangible personal property of a nonconsumable and nonexpendable nature, the value or cost of which is $5,000 or more and the normal expected life of which is 1 year or more, and hardback-covered bound books that are circulated to students or the general public, the value or cost of which is $25 or more, and hardback-covered bound books, the value or cost of which is $250 or more. Property is unallowable as a direct charge to the Contract, except with prior written approval by the Contract Manager.

**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.

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

Click or tap here to enter text.

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

Click or tap here to enter text.

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

Choose an item.

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

Click or tap here to enter text.

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

Click or tap here to enter text.

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

***DVP Use Only***

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