Kansas Housing Resources Corporation
Weatherization Program - Purchase Request

This form is the mechanism to obtain KHRC, DOE, and/or LIEAP approval for purchase of tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. Grantees, and subrecipients, must follow the standards found in 2 CRF 200 for the acquistion, use, and disposition of equipment. The Subrecipient Procedure Manual must also be followed. All Subrecipients must obtain purchase or disposition approval for items having a unit acquisition cost of $5,000 or more. Seeking pre-approval by KHRC to start the procurement process is highly recommended.

Subrecipient: _____

Date: _____

Address: _____

Address: _____

City, Zip: _____

Contact: _____

Phone: _____

Type of Purchase:

- ☐ Equipment
- ☐ Supplies
- ☐ Vehicle

Estimated Cost Range: _____

Proposed Funding Source 1: _____ **$ or %:** _____ **Grant Number:** _____

Proposed Funding Source 2: _____ **$ or %:** _____ **Grant Number:** _____

Description of Property Requested:
Is this a replacement or addition? If replacement, how is the trade-in being addressed (must include disposition request)?
Explain why the property is needed, how and where it will be used?
What percentage of time will the property be used by the weatherization program?
We certify Agency, State and Federal procurement guidelines will be met and understand that vehicles will need to be titled with KHRC as lien holder. We will be using the following method of procurement: ☐ Competitive Proposal (attach request for bids, bid specifications, bids receieved, and analysis of bids) ☐ Non-Competitive Proposal (attach justification for single source)
If the lowest bid was not recommended for approval, provide a sufficient justification of the "best value selection":

Subrecipient Authorized Signature	Date	Typed Subgrecipient Name
Subrecipent Agency Executive Director Signature	Date	Typed Executive Director Name

KHRC use only:

N/A	Done	
☐		Does another sub-grantee within the network have excess property that can fullful this request?
☐		Review Purchase Request and Procurement Method
☐		Send to Federal Agengy for approval (attach response)
☐		Issue approval/ instructions to sub-grantee

KHRC Response to Subreciepent request:

☐ Approved ☐ Denied

KHRC Authorized Signature and Title	Date	Typed Name

Complete this section after equipment/ vehicle is received. All property records must be retained.			
Acquisition Date:		**Purchase Price**	
Make and Model		**Current Mileage**	
Year		**Serial#/ VIN**	
Date of receipt of copy of Title and Regristration Receipt (confirm KHRC as lien holder and proof of insurance)			
Date of receipt of copy of Subrecipient Property Inventory			
Date of receipt of update sub-grantee property tracking spreadsheet			