

# Idaho Commission on Aging (ICOA)

## Large Purchase Request Form



### Requestor Section:

Date:

Requestor Email:

Name of Agency:

Funding Source #1:

Purchasing Representative:

Funding Source #2:

Total cost:

Location of Purchase:

Attach 3 cost estimates for the piece of equipment you are requesting and indicate here which bid you are choosing:  
(Cost estimates can be bids from vendors/dealerships or print outs of cost from sellers)

Describe the purpose / intended use of the equipment and how the equipment will benefit the program:

Include an analysis of lease and purchase alternatives to determine which would be the most economical and practical procurement:

Agency Certification: The information provided above is true and accurate to the best of my knowledge; and is in the best interest of the State.

Agency Signature:

Date:

### ICOA Section:

Approval is determined on a case-by-case basis.

Approved:

ICOA Signature:

Conditions, if any:

ICOA Printed Name:

Rejected:

Date:

Reason rejected: