

**OFFICE OF PUBLIC TRANSIT
PROCUREMENT APPROVAL FORM
(Effective July 1, 2016)**

Program: 5304/5305e 5310 5311 5339 SMTF Other _____

Procurement Type: Vehicle(s) Purchase of Service Professional Services
 Equipment Supplies Other Services _____

Agency Legal Name:			
Point of Contact:		Job Title:	
Address:			Zip:
Telephone #:		Email Address:	
OPT Contract #:	Contract Execution Date:		
SC Grant #:	Estimated Procurement Amount:		

VEHICLE PURCHASE(S)

Type of Vehicle(s): (e.g., Cutaway, 40' Bus, Minivan, etc.)	
Statewide Contract #:	
Specifications and Vendor Quote:	Attach to this form information that will encompass vehicle details and dollar amount including any add-ons amounts and descriptions.
Invitation For Bid (IFB):	Attach to this form the Scope, Federal Clauses, and Specifications.

PURCHASE OF SERVICE (SECTION 5310 ONLY)

IFB Solicitation or Request For Proposal (RFP):	Solicitation should be used to petition transportation services for non-contract related items. Attach to this form the Project Scope, Specifications, Federal and State Clauses.
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OTHER PROCUREMENT SERVICES

Type of Service(s):	Attach as much detail as possible. The Regional Program Manager assigned to your area will contact you regarding this process. You will be required to submit all documents within 15 business days or your request will be incomplete and cancelled.
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By submitting this procurement request, my agency certifies that it will not proceed with procurement until an official approval has been granted and received by the South Carolina Department of Transportation (SCDOT) Office of Public Transit. Any funds spent prior to an official approval from SCDOT Office of Public Transit will result in non-payment.

I, _____ of _____ (Agency)
certify that do agree and will adhere to the above terms.

Agency Head Signature

Date

SCDOT Office of Public Transit grants approval to _____ for the item(s) outlined above.

The Agency's request is incomplete. Please provide the following information:

SCDOT Authorized Official Signature

Date

Request Denied.

SCDOT Authorized Official Signature

Date
