

ARKANSAS CARES ACT STEERING COMMITTEE

Request For Approval to Purchase Items – State Agency

The attached form should be used by state agencies to request approval to purchase items necessary to respond to the public health emergency that have not already been pre-approved by the Arkansas CARES Act Steering Committee. Such items include, but are not limited to, emergency medical response expenses, testing supplies, information technology needs or expenses associated with communication and enforcement of health orders related to COVID-19. Please submit one item per form (including any ancillary items necessary for operation).

Instructions for completing the Approval of Items form:

1. Provide the Business Area and Name of the Cabinet/Division and the Date of request
2. Description of Item: provide a detailed description of the item requested
3. Quantity Requested: provide the requested number of items to be purchased
4. Unit/Case Price and Estimated Cost: provide the best estimate of number to be purchased and cost
5. Justification of Need: provide a detailed justification including benefits to the agency and State for this purchase and possible consequences if the purchase is not approved
6. Additional Documentation – additional information such as pictures, may be submitted with the form
7. Authorized Signatures – if being requested by a Division, the Cabinet Secretary's signature is required
8. Form(s) and additional documentation may be scanned and emailed to OAS.CARES@dfa.arkansas.gov
9. Form(s) and additional documentation may also be mailed/messenger mailed to:

Arkansas Department of Finance and Administration
Office of Administrative Services
CARES Act – Request for Approval
1515 W. 7th Street, Suite 700
Little Rock, AR 72201

If a state agency has already purchased an item(s) that is not on the pre-approved list and has not submitted a **Request for Approval to Purchase** form to the Arkansas CARES Act Steering Committee, please use this form to request consideration of that item(s). If approved, the state agency will need to submit signed copies of the packing slip(s) and the invoice(s) to DFA for processing using the email address or mailing address above. Forms can be found at: <https://www.dfa.arkansas.gov/administrative-services> .