**Property Acquisition Request and Report Form**

(Only for property with a unit acquisition cost of $5,000 or more)

**A. Local Workforce Development Area**

1. LWDA’s name and number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_
2. Fiscal agent’s name and address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Contact’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number and fax number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. Property Acquisition Request Information**

1. Description of the property: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Quantity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Unit cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Total cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Purpose of acquisition/justification for acquisition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. What process will be used to procure? Attach documentation.

Sole Source \_\_\_\_\_\_\_\_\_

RFP \_\_\_\_\_\_\_\_\_

Formal Bid \_\_\_\_\_\_\_\_\_

Quotes \_\_\_\_\_\_\_\_\_

CoStars \_\_\_\_\_\_\_\_\_

1. Does this process adhere to your procurement policy? Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_
2. Name of the agency where the property will be located: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Address of the agency where the property will be located: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Printed name and title of the fiscal agent or authorized signatory:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Authorized signature and date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**C. Bureau of Workforce Development Approval or Disapproval**

1. APPROVED DISAPPROVED
2. Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Printed name and title of Bureau authorized signatory:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Signature of Bureau representative and date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**D. Property Acquisition Receipt Information**

1. Date property received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Model number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Detailed description of the property: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Quantity received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Single unit cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Total cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. WIOA ID Tag Number(s): 27. Serial Number(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Instructions for completing the Property Acquisition Request and Report Form**

Each fiscal agent is required to submit a Property Acquisition Request and Report Form to the Bureau for approval to purchase property with a unit acquisition cost of $5.000 or greater, as outlined in the *Financial Management Guide*, Chapter 10. When the lowest quotation is not utilized or sole source procurement is requested, a detailed justification must be provided on a separate page. A separate form should be used for each item of a different description. Because this is a request and report form, it is completed on a sequential basis, as indicated below.

**Section A: Local Workforce Development Area**

Item 1. Enter the name and number of the Local Workforce Development Area.

Item 2. Enter the fiscal agent’s name and address.

Item 3. Enter the contact person’s name, phone number, fax number, and email address.

**Section B: Property Acquisition Request Information**

Item 4. Enter a description of the property requested. This description must include all necessary features.

Item 5. Enter the quantity of the property to be acquired.

Item 6. Enter the cost for one (1) unit of the item being requested.

Item 7. Enter the total cost of the property. This is the single unit cost multiplied by the number of units to be acquired. (Item 6 x Item 5).

Item 8. Enter the purpose of the acquisition or a complete justification for the acquisition.

Item 9. Mark which process was used to procure the property requested and attach all documentation required for that source if applicable with the request form. The fiscal agent must also retain the original quotations for future monitoring and auditing purposes.

Item 10. Mark “yes” or “no” if the process used to procure the property was followed to the local area’s procurement policy. If no, please explain why not.

Item 11. Item 12. Enter the name of the agency where the property will be located.

Item 13. Enter the address of the agency where the property will be located.

Item 14. Enter the name and title of the fiscal agent or authorized signatory who will be signing the form.

Item 15. Enter the signature and the date when the form was signed.

After completion of Sections A and B, retain the original and mail or email a copy of the form to the Bureau of Workforce Development Administration along with copies of the bids/quotes received.

The fiscal resource account email is [RA-LIBWDA-FISCALOPS@pa.gov](mailto:RA-LIBWDA-FISCALOPS@pa.gov).

**Section C: Bureau of Workforce Development Approval or Disapproval**

To be completed by the Bureau.

Item 16. The Bureau representative will indicate “approved” or “disapproved” after review.

Item 17. Any Bureau comments concerning the approval or disapproval of the requested property will be noted here.

Item 18. The Bureau authorized signatory name will be entered.

Item 19. A Bureau representative will sign and date to indicate approval or disapproval.

Note: No acquisitions maybe made prior to this date. After completion of Section C, the Bureau will retain a copy and email the form back to the fiscal agent.

**Section D: Property Acquisition Receipt Information**

Item 20. Enter the date the property was received.

Item 21. Enter the model number of the property, if applicable.

Item 22. Enter a detailed description of the property received, including any distinguishing features, such as the dimensions, color, construction material, name of manufacturer, etc.

Item 23. Enter the number of units received.

Item 24. Enter the cost of each item received.

Item 25. Enter the total cost of all items received.

Item 26. Enter the WIOA Identification tag number(s) assigned. These tags must be affixed to the property.

Item 27. Enter the serial number(s) of each item, if applicable. Space is provided for more than one serial number if more than one unit was acquired. Indicate which tag number was assigned to which serial number.

After completion of Section D, retain the original and mail or email a copy of the form to the Bureau of Workforce Development Administration. The Fiscal Resource Account email is [RA-LIBWDA-FISCALOPS@pa.gov](mailto:RA-LIBWDA-FISCALOPS@pa.gov). If a subrecipient received the property, another copy must be forwarded to that agency. The original form and any related correspondence must be retained by the fiscal agent for his records.