

## Independent Cost Estimate

This form is required for all Grant funded procurements regardless of dollar amount and must be submitted to Purchasing prior to a bid being issued.  
(You may attach a separate sheet to this document if you need additional space)

Department \_\_\_\_\_

Project \_\_\_\_\_

Date \_\_\_\_\_

Person Submitting Request \_\_\_\_\_

CFR \_\_\_\_\_

City Requisition #(If Applicable) \_\_\_\_\_ OR

**Project Justification – A narrative and any applicable support documentation, which explains why the department needs the item; including how and where it will be used.**

**Project Description – A list of salient characteristics and/or minimum specifications.**

**Project Budget – How much will it cost to complete this project? Explain how this amount was determined. Support documentation, e.g., copied catalog pages, written estimates, etc. should be referenced in your explanation and attached for the file.**

Signature