



ECEAP Contractor Purchase Request

A Contractor must obtain prior written approval from DYCF ECEAP before using or contributing any ECEAP funds for purchases defined as:

- Tangible
- Nonexpendable
- Having a useful life of more than one year

This is applicable for purchases of:

- **Unit cost** of \$5,000 or greater including ancillary cost, paid fully or in part with ECEAP funds.
- **Total purchase cost** of \$5,000 or greater, including ancillary cost, paid fully or in part with ECEAP funds.

Total purchase is defined as items purchased on the same date or same invoice with costs of \$5,000 or greater.
See *ECEAP contract Exhibit A, Use of Funds*.

Complete form and email to eceap@dcyf.wa.gov

Date:

Contractor Name: Early ECEAP ECEAP

Site Name, if applicable:

Early ECEAP / ECEAP Director Approval Signature:

Will programs other than ECEAP use this purchase? Yes No

If programs other than ECEAP will use this purchase, contractors must distribute the costs according to their cost allocation plan. ECEAP funds must only be spent for the share used solely for ECEAP services.
If non-ECEAP programs will use this purchase, **describe how costs are allocated** to each program. Provide the percentage of use by each program by time, number of staff or children, square footage or other factors used to determine cost allocation.

Additional information:

If other programs will use this purchase, indicate the dollar amount they will contribute below.

Description of item or expense(s):	Total Cost:	Amount Allotted to ECEAP:	If applicable, amount contributed by the other programs:

DCYF Approval:

Approved Denied

Comments

DCYF ECEAP Program Approver Signature: Date: