|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | OHIO DEPARTMENT OF PUBLIC SAFETY  OHIO TRAFFIC SAFETY OFFICE  **REQUEST TO PURCHASE** | | | |  | |
|  | | | | | | |
| NAME OF YOUR AGENCY | | | | GRANT # | | |
| **SUPPLIES** | | | | | | |
| N/A - not requesting to purchase supplies. | | | | | | |
| ITEM(S) AND NUMBER TO BE PURCHASED | | | | | | |
| Is item(s) in budget?  YES  NO | | | | TOTAL COST  **$** | | |
| **PRINTED MATERIALS** | | | | | | |
| N/A - not requesting to purchase printed materials. | | | | | | |
| DESCRIPTION OF PRINTED MATERIALS | | | | | | |
| WHERE WILL MATERIALS BE DISTRIBUTED? | | | | | | |
| Is item(s) in budget?  YES  NO | | | | TOTAL COST  **$** | | |
| I have attached a draft of printed materials prior to their production. | | | | | | |
| **Note:** All public service announcements funded with federal funds, in whole or in part, must be close captioned for the hearing impaired. All printed materials shall include the credit line: “Funded by U.S. DOT / NHTSA and ODPS.” | | | | | | |
| **CONTRACTUAL** | | | | | | |
| N/A - not requesting to contract for booth, vendor, or other. | | | | | | |
| DESCRIPTION OF CONTRACTUAL ITEM | | | | | | |
| Is item(s) in budget?  YES  NO | | | | TOTAL COST  **$** | | |
|  | | | | | | |
| NAME | | | E-MAIL ADDRESS | | | DATE SUBMITTED |
| **E-MAIL COMPLETED FORM TO YOUR ASSIGNED PLANNER** | | | | | | |
| **OTSO USE ONLY** | | | | | | |
| RPM REVIEWED | | DATE REVIEWED | | MANAGEMENT REVIEWED | | DATE REVIEWED |
| APPROVED       DISAPPROVED       MODIFICATIONS REQUIRED | | | | | | |
| NEEDED MODIFICATIONS | | | | | | |
| IF DISAPPROVED, STATE REASON | | | | | | |