



COUNTY OF WELLINGTON

Cost-Based Purchasing Request Form

Child Care Operators that wish to make purchases of \$25,000 or greater with CWELCC cost-based funding must submit a completed Cost-Based Purchasing Request Form and three (3) quotes. Please submit one form per project.

The County will review purchasing requests and confirm if the expense is eligible to be claimed under CWELCC cost-based funding. Operators will **not** receive additional funding to support expenses submitted through this form.

Operators are responsible for following the requirements set out in the Eligible Cost Guidelines. Approved expenses must be incurred within the funding year, and actual costs must be reported on the year-end Standardized Financial Report.

Site Information

Operator:	Programme:
Contact Name:	Contact Email Address:

Project Information

Briefly describe requested item/project:
Briefly describe the reason for the request: <i>For example: address health and safety concerns, replacement of existing materials, minor repairs and maintenance, quality improvement, pedagogical alignment, etc.</i>

Financial Information

Does the request fit within your cost-based funding allocation budget?	☐ Yes ☐ No
Are you including three (3) quotes?	☐ Yes ☐ No
<i>If three quotes were not obtained, please explain reason:</i>	
Preferred Vendor	
Quoted Project Total	
Is the preferred vendor a related party?	☐ Yes ☐ No
<i>If the preferred vendor quoted a higher amount, please briefly describe the reason for the selection:</i>	

By completing this section, the Signing Authority confirms that details provided in this request form are accurate.

Signing Authority Signature:	Date:
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Submit completed forms and supporting documentation to CEYD@wellington.ca

- County of Wellington Use Only -	
☐ Approved	☐ Denied
Reviewed by:	
Date:	
Notes:	