



Fiscal Year: \_\_\_\_\_ Source of Funds: \_\_\_\_\_

ABOVE TO BE USED FOR: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Bid/Proposal/Quote No.: \_\_\_\_\_ Sole Source? \_\_\_\_\_ Yes \_\_\_\_\_ No

[illegible]

PLEASE INDICATE WHICH FOCUS AREA OF THE MAYOR & COUNCIL'S STRATEGIC PLAN THIS PURCHASE/CONTRACT APPLIES TO		
<u>Indicate with an X</u>	<u>FOCUS AREA</u>	<u>GOAL STATEMENT</u>
	NEIGHBORHOODS REVITALIZATION & SUSTAINABILITY	The citizens of Hagerstown will experience a high quality of life.
	PUBLIC SAFETY	The City of Hagerstown ensures that all who live, work, and play in the City of Hagerstown will be healthy and safe.
	PUBLIC FACILITIES & INFRASTRUCTURE	The City of Hagerstown will maintain quality services and infrastructure that support residents and businesses in a cost-effective manner.
	ECONOMIC DEVELOPMENT	The City of Hagerstown will continue to grow a diverse, business-friendly economy that supports the community's needs.
	CITIZEN-BASED GOVERNMENT	The City of Hagerstown is an ethical and financial responsible government.
	FISCAL ACCOUNTABILITY	The City of Hagerstown will strive for continuous improvement of fiscal responsible decision making.
	PARKS & RECREATION FOR ACTIVE/HEALTHY LIVING	The City of Hagerstown supports a culturally vibrant community.
	INNOVATIVE/PROGRESSIVE GOVERNMENT	The City of Hagerstown is committed to employee development, excellence in services, and adapting to meet the needs of the community and organization.
	COMMUNITY PROMOTION/PRIDE	The City of Hagerstown will improve our community image.
	ECONOMIC DEVELOPMENT THROUGH SPORTS AND TOURISM	The City of Hagerstown will be creative and diversify opportunities for economic development through non-traditional means.
	MISC. PROJECTS, GOALS AND LEGISLATIVE PRIORITIES	The City of Hagerstown takes a creative approach at finding solutions.

**REVIEWED AND APPROVED AS FOLLOWS:**

<p><b>(1) Department Director and Division Manager</b></p> <p><u>COMMENTS</u></p>          <div style="text-align: right; margin-top: 10px;"> <div style="border-top: 1px solid black; width: 150px; margin: 0 auto;"></div> <div style="text-align: center; margin-top: 5px;">Signature / Date</div> </div>	<div style="border-top: 1px solid black; width: 150px; margin: 0 auto;"></div> <div style="text-align: center; margin-top: 5px;">Signature / Date</div>
<p><b>(2) Purchasing Agent</b></p> <p><u>COMMENTS</u></p>          <div style="text-align: right; margin-top: 10px;"> <div style="border-top: 1px solid black; width: 150px; margin: 0 auto;"></div> <div style="text-align: center; margin-top: 5px;">Signature / Date</div> </div>	<div style="border-top: 1px solid black; width: 150px; margin: 0 auto;"></div> <div style="text-align: center; margin-top: 5px;">Signature / Date</div>
<p><b>(3) Chief Financial Officer</b></p> <p><u>COMMENTS</u></p>          <div style="text-align: right; margin-top: 10px;"> <div style="border-top: 1px solid black; width: 150px; margin: 0 auto;"></div> <div style="text-align: center; margin-top: 5px;">Signature / Date</div> </div>	<div style="border-top: 1px solid black; width: 150px; margin: 0 auto;"></div> <div style="text-align: center; margin-top: 5px;">Signature / Date</div>
<p><b>(4) City Administrator</b></p> <p><u>COMMENTS</u></p>          <div style="text-align: right; margin-top: 10px;"> <div style="border-top: 1px solid black; width: 150px; margin: 0 auto;"></div> <div style="text-align: center; margin-top: 5px;">Signature / Date</div> </div>	<div style="border-top: 1px solid black; width: 150px; margin: 0 auto;"></div> <div style="text-align: center; margin-top: 5px;">Signature / Date</div>