



**SAMPLE APPROVAL REQUEST LETTER FOR PURCHASING GOODS EXCEEDING  
\$2,500**

SAMPLE

PLEASE PRINT LETTER ON ORGANIZATION LETTERHEAD AND SUBMIT IN DUPLICATE

[Date]

[Name of SBS Contract Manager]  
New York City Department of Small Business Services  
110 William Street, 7th Floor  
New York, NY 10038

Re: Request for Approval to Purchase Goods Exceeding \$2,500

Dear [Name of SBS Contract Manager]:

[Name of organization] hereby requests approval for the use of [SBS contract number] program funds to be expended in the following manner:

**PROJECT DESCRIPTION**

1. Avenue NYC Project (e.g., Placemaking)
2. Estimated Cost
3. Reason(s) for Purchasing Goods
4. Description of Selection Process (**see Article 7 of your contract for specific requirements regarding what to include in this section**)

We understand that this request for Approval is not authorized until two (2) copies have been submitted to and signed-off by the New York City Department of Small Business Services, and one (1) copy is returned to us.

Sincerely,

[Name and Title]

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APPROVAL: Purchase Request

\_\_\_\_\_  
[Name of SBS Contract Manager]  
Department of Small Business Services

\_\_\_\_\_  
Date