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| wisdot-agency-name-logo-100-black-rgb**MIS RENEWAL ACCOUNT DISBURSEMENT REQUEST**  Wisconsin Department of Transportation (WisDOT)  **DT1366 8/2015** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
| Scope of Work | | | | | | |
|  | | | | | | |
| Business Need | | | | | | |
|  | | | | | | |
| Amount Requested | | | | | | |
| $ | | | | | | |
| *Solicitation of at least* ***3*** *competitive quotes/bids is required (attach quotes)* | | | | | | |
| Bid Received from | | | | | Bid | |
|  | | | | | $ | |
|  | | | | | $ | |
|  | | | | | $ | |
| ***FOR INTERNAL WISDOT USE ONLY*** | | | | | | |
| **YES** | **NO** |  | | | | |
|  |  | Renewal account has sufficient funds available | | | | |
|  |  | Eligible Purpose (see Lease Articles 3.1,7,8.6 and 19.10) | | | | |
|  |  | Eligible Business Need | | | | |
|  |  | Scope of Work effectively and efficiently addresses the Eligible Business Need | | | | |
|  |  | Three competitive bids provided | | | | |
|  |  | Cost of work is acceptable | | | | |
|  |  | Denial creates unacceptable risk to WisDOT | | | | |
| **APPROVED**  **DENIED** – *see attached justification* | | | | | | |
|  | | | | | | |
|  | | |  |  | |  | |
| (Authorized Representative Signature) | | | (Date) |  | |  | |
|  | | | Date Received | | |  | |
| (Print Name) | | |  | | |  | |
|  | | | Date Response Transmitted | | |  | |
| (Title) | | |  | | |  | |