IT Temporary Staffing Approval Request Form

Submission and Approval of this form is **required** for all procurement requests for IT temporary staffing services exceeding $1 million, including consulting and service agreements involving technology and/or capital assets.

This is an internal GTA document. It is to be completed by the requesting agency and not to be presented to the vendor/supplier.

Note that ALL of the below items must be filled in. Send completed form to: EPMO@GTA.GA.GOV

GENERAL INFORMATION

Agency:		**Project Name:**	

REQUIRED PROCUREMENT INFORMATION

Proposed Vendor/Supplier Name:	

Description of services to be procured:

ITEMS TO BE ATTACHED TO THIS FORM

Requirements Document

Vendor/Supplier Statement of Work (SOW)

SUBMITTED BY

Project Officer or Director:		**Signature:**		**Date:**	
Job Title:		**Printed Name:**			
Email:		**Phone Number:**			

GTA DECISION

Approved:	☐	**Additional Information Requested:**		☐	
Comments:					
GTA:		**Signature:**		**Date:**	
Job Title:		**Printed Name:**			

Updated May, 2021