SALT LAKE COUNTY

Contracts and Procurement Division

REV 01.06.26

SPEAKER/SPECIALIZED TRAINING REQUEST

*LESS THAN OR EQUAL TO $15,000: Speaker/Specialized Training Request Form is not required.

*GREATER THAN $15,000: Must be approved by Contracts and Procurement prior to purchase.

DATE:

Note: Please click on the fields to insert your information. Complete all fields below.
Requests missing information will be rejected and returned to requestor for completion.
Upon completion of this form, please email it to slco-purchasing@saltlakecounty.gov

The procurement of a person or entity to provide a speech, lecture, specialized training or performance does not require competitive procurement under County Ordinance 3.20.030 A.(5)(L).

It is anticipated the procurement will result in one of the following:

- ☐ PURCHASE ORDER. Enter requisition in PeopleSoft; attach this form and vendor quote.
- ☐ COUNTY PREPARED CONTRACT: Email this form and vendor quote to slco-purchasing@saltlakecounty.gov
- ☐ VENDOR PREPARED CONTRACT: Email this form and vendor quote to slco-purchasing@saltlakecounty.gov

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DEPARTMENT REQUESTING AUTHORIZATION:

COUNTY DIVISION:

DIVISION CONTACT: EMAIL: PHONE:

TITLE:

NAME OF EVENT: DATE(S) OF EVENT: TO

RECOMMENDED VENDOR:

COSTS:

PROFESSIONAL FEE:

EXPENSE REIMBURSEMENT (IF ALLOWED):

VENDOR CONTACT: EMAIL: PHONE:

ADDRESS: STATE: ZIP:

SUPPLIER NUMBER:

If no vendor number exists, please work with your fiscal administrator to send an invitation from PaymentWorks to the vendor.

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Complete all fields below and include as much detail as possible

GENERAL INFORMATION

01 Describe the conference, event, or function for which services are proposed.

02 Explain the expertise, knowledge, or specific experience of the requested vendor.

03 Has this vendor been used by the County before? ☐ NO ☐ YES (Please Explain)

04 Attach a copy of all documentation such as a quote, vendor prepared contract, etc. that have been submitted by the potential vendor.

☐ YES ☐ NO (quote has not been solicited from vendor)

05 Does the requestor have any personal, financial, or fiduciary relationship with the recommended supplier? If the answer is yes, provide a complete disclosure with this request. ☐ NO ☐ YES (Please explain)

NOTE: By signing, the agency is certifying the information is accurate. Final decision will be determined by Contracts and Procurement.

REQUESTOR'S SIGNATURE:

BUYER RECOMMENDATION:

AGENCY SIGNATURE:

PURCHASING AGENT APPROVAL:

BUYER APPROVAL: