

**City of Revere**  
**ARPA Purchase Request Form**

Please use this form to request ARPA funds for a project or good/service that is not de minimis in nature and cost.

Prepared By: \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_

Department: \_\_\_\_\_

Estimated Period of Performance: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_

1. Describe how this project or good/service addresses a negative impact due to the Covid pandemic and provide the reasoning/research behind your determination. If needed, please include the page number on the U.S. Treasury Interim Final Rule that states this is an eligible expense.


2. If this purchase is for a project to address a negative impact due to the Covid pandemic, please include City staff that may be administering and managing the project as well as a breakdown of expenses. If needed, please attach a supplemental excel/word file.


Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section To Be Completed by Auditing**

Approved By: \_\_\_\_\_  
Internal Auditor

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_  
Chief Financial Officer/Mayor

Date: \_\_\_\_\_