

Procurement Procedures

Complete Requisition/Record of Quotation

1. Contact Multiple Vendors for quote (if possible) to find best pricing.
2. Site Secretary will verify the Vendor has been approved.
3. If Vendor is not in Visions, contact vendor to obtain a W9. (Attached)
4. Submit completed Requisition Form/Record of Quotation to Site Secretary (example: print out from website) with quotes.
5. DO NOT ORDER UNTIL YOU HAVE A PURCHASE ORDER.

If you need further assistance, do not hesitate in contacting me at Extension 103

REQUISITION/RECORD OF QUOTATION

CHECK APPROPRIATE PRICE OR SOURCE ON ALL PURCHASE REQUESTS

Small Purchases with Direct Purchase Order for products and nonprofessional services.

PURCHASE PRICE:

1. \$0 TO \$5,000
2. \$5,001 to \$10,000
3. \$10,001 to \$20,000
4. Sole Source:
5. CES

REQUIRED ACTION:

- Requires purchase at best obtainable price. (Complete Section B. only)
- Requires three (3) oral, telephoned, or written quotations. (Complete section A)
- Requires three (3) written quotations. Enter in section A. below and attach quotations.
- Requires documentation that a good faith review of available source has been conducted.
- Cooperative Educational Services Purchase. (No quotations required, go to Section B.)

NOTE: If number 2, 3, or 4 was checked the required information must be entered in section (A.) below.

Construction or tangible property Sealed Bids:

- * Under \$25,000, considered small purchase follow above
- * Over \$25,000, requires formal sealed bids

Professional Services (requires a license):

- * Under \$30,000, best obtainable price (BOP)
- * Over \$30,000, required bid

Fixed Assets/Inventory:

- * Capitalized items over \$5,000

(A) IN COMPLIANCE WITH POLICY THE FOLLOWING QUOTES WERE OBTAINED

| Date | Name of Vendor | Phone Number | Person Contacted | Price Quoted |
|------|----------------|--------------|------------------|--------------|
| | | | | |
| | | | | |
| | | | | |

Recommended Vendor: _____ Reason: _____

Signature: _____ Date: _____

(B) REQUISITION INFORMATION

| | Quantity | Catalog Number | Description of item-Name,Model,No.,Etc. | Color | Unit Price | Total Price |
|-----|----------|----------------|---|-------|---------------------|-------------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |
| 9. | | | | | | |
| 10. | | | | | | |
| | | | | | Shipping & Handling | |

ACCOUNT/FUND _____

GRAND TOTAL \$ _____

Vendor: _____

Approved/Principal or Director Date _____

PHONE # _____

Approved/Superintendent Date _____

FAX# _____

District Bookkeeper Date _____

Requested By: _____

Line Item _____

Date: _____

