



Department: _____

Date: _____

Short Description of Requisition: _____

Type of Procurement – Please check only one.

3 Telephone Quotes (\$2,000 - \$20,000)

RFP/IFB (Greater than \$50,000)

Contract # _____

Cooperative Procurement

Contract # _____

Include a copy of the RFP & Contract

4 Written Quotes (\$20,001 - \$50,000)

Include copies of written quotes

Professional Services less than \$80,000

Greater than \$30,000 requires BOS approval

Emergency (*Include Emergency Documentation*)

Include Emergency Documentation

Sole Source (*Include Sole Source Documentation*)

Include Sole Source Documentation

Vendor Information

Vendor 1 – Vendor Chosen to Provide the Requested Goods or Services

Name: _____ Quote: \$ _____

Vendor 2

Name: _____ Quote: \$ _____

Vendor 3

Name: _____ Quote: \$ _____

Vendor 4

Name: _____ Quote: \$ _____

Additional Notes
