



New Kent County

Requisition – Proof of Procurement

Department: _____

Date: _____

Short Description of Requisition: _____

Type of Procurement – Please check only one.

- | | |
|--|--|
| <input type="checkbox"/> 3 Telephone Quotes (\$2,000 - \$20,000) | <input type="checkbox"/> 4 Written Quotes (\$20,001 - \$50,000)
Include copies of written quotes |
| <input type="checkbox"/> RFP/IFB (Greater than \$50,000)
Contract # _____
Include a copy of the RFP & Contract | <input type="checkbox"/> Professional Services less than \$80,000
Greater than \$30,000 requires BOS approval |
| <input type="checkbox"/> Cooperative Procurement
Contract # _____ | <input type="checkbox"/> Emergency (<i>Include Emergency Documentation</i>)
Include Emergency Documentation |
| <input type="checkbox"/> Continuation of a Prior Year Purchase Order
Purchase Order # _____ | <input type="checkbox"/> Sole Source (<i>Include Sole Source Documentation</i>)
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/GL Coding:

