



# PROCUREMENT FORM

## Item Information

Purchase Amount	Supplier	Description of Goods or Services
Click here to enter text.	Click here to enter text.	Click here to enter text.

## Budget Item

<input type="checkbox"/> FEFP Operating	<input type="checkbox"/> CSP Grant
<input type="checkbox"/> Other	<input type="checkbox"/> Non-Budget (explain below)
<input type="checkbox"/> Purchase appears necessary and in the sole benefit of the school and without conflict of interest.	<input type="checkbox"/> Purchase was \$1,000 and two authorized signers approved to make purchases.
<input type="checkbox"/> Purchase was in excess of \$1,000 and two authorized signers approved to make purchases.	<input type="checkbox"/> Item was a Sole Source Supplier product or service (if checked, document explanation below)
<input type="checkbox"/> Minimum of (3) quotes or comparable suppliers were reviewed (document if > \$500)	<input type="checkbox"/> Purchase does not exceed the small purchase threshold of \$25,000 per Federal Guidelines.
Additional Notes: Click here to enter text.	

## Selection Criteria

Supplier was selected on the basis of the following (check all that apply)	
<input type="checkbox"/> Price (best or reasonably comparable.)	<input type="checkbox"/> Availability (quantity, location, delivery)
<input type="checkbox"/> Service (ability to service, warranty, reputation, ease of purchase, i.e.; account or online)	<input type="checkbox"/> Referral (other school, employee parent, community partner)
<input type="checkbox"/> Extras (inclusion of extra products, services, training)	<input type="checkbox"/> Other
Additional Notes: Click here to enter text.	

## Approvals

Reviewed by Principal	Reviewed by Board Member
Principal Signature	Board Signature
Attach to Purchase Authorization Form and file. <input type="checkbox"/>	

