

PURCHASING
(Purchase Documentation)

Type of product or services (attach bid specifications to this report): _____

Date of purchase: _____

Methods of Advertisement (attach copies of notices or letters)

- | | | | |
|---|------------------|---|-------------------------------|
| G | Newspaper | G | Other electronic |
| G | Posted notice | G | Provider list e-mailed |
| G | District webpage | G | Direct contact with providers |

Providers Responding to Solicitation of Bids (attach bids to this report)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Purchase Situation

- G Purchase under \$3,000
- G Purchase of More Than \$3,000 but Less Than \$15,000
- G Purchase of More Than \$15,000 (sealed bids)
- G Purchase of \$25,000 or More (sealed bids and Board approval required)
- G Request for Proposal
- G Single Feasible Source
Provide details: _____

FILE: DJF-AF3
Critical

G Emergency Purchase

Provide details: _____

Provider Meeting Specifications with the Lowest Cost: _____

Provider Selected: _____

If provider selected was not the low bidder, explain why the provider was selected: _____

Other Relevant Information: _____

I verify that this purchase conforms with Board policy, district procedures, legal purchasing preferences and all applicable laws regarding district purchases. If for some reason this purchase is not compliant, I have documented the reasons for noncompliance on this form and have discussed the issue with my supervisor/administrator.

Name (Please Print)

Title

Signature

Date

* * * * *

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: 03-11-2010

Revised:

Tri-County RVII School District; Jamesport MO