

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)

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

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

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Correspondence Concerning the Purchase

All written correspondence concerning this purchase is attached to this report or is otherwise being maintained in accordance with procedure DJF-AP1.

Bid Record/Tabulation Summary Sheets

All bid record/tabulation summary sheets related to this purchase are attached to this report or are otherwise being maintained in accordance with procedure DJF-AP1.

Purchase Situation

- Purchase under \$3,500 (contact multiple providers)
- Purchase of More Than \$3,500 but Less Than \$50,000 (competitive quotes)
- Purchase of \$50,000 or More (sealed bids)

FILE: DJF-AF3
Critical

Request for Proposal

Single Source or Unique Circumstance

Provide details: _____

Approved Provider

Cooperative Purchasing

Real Estate Broker or Real Estate Services

Emergency Purchase

Provide details regarding the threat to life, property, public health or public safety: _____

Purchasing Decision

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.

Requestor Date Superintendent or Designee Date