SMALL PURCHASE DETERMINATION AND FINDINGS FORM

DATE: _____ VENDOR NO. _____

SUCCESSFUL COMPANY: _____ PHONE NO. _____

DATE ORDER PLACED: _____ PLACED WITH WHOM: _____

FOR WHOM (SCHOOL, OFFICE, PERSON): _____

DELIVER (TO): _____ TERMS: _____

F.O.B. POINT _____

COMPANIES QUOTING

A. _____ C. _____

B. _____ D. _____

BUSINESS OFFICE USE ONLY	QTY	UNIT	REQ. TOTAL	DESCRIPTION	A	B	C	D

PURSUANT TO KY REVISED STATUTE 45A 385.1, I DETERMINE THE BEST METHOD OF PROCUREMENT TO BE THE FOLLOWING:

(CHECK ONE): [ ] BID BID NO. _____ DATE OF BID: FROM _____ TO _____

[ ] SINGLE SOURCE/PROPRIETARY (explain below) [ ] EMERGENCY [ ] PHONE QUOTE [ ] WRITTEN QUOTE

[ ] COMPARATIVE EVALUATION / CATALOG COMPARISON (explain below)

OTHER: (EXPLAIN) _____

FINDINGS: _____

_____

_____

BUSINESS OFFICE APPROVAL: _____ APPROVED: _____

Requisitioner

APPROVAL NO: _____ APPROVED: _____

Budget Manager