

## Instructions and example for Completing the Record of Small Purchase Procurement

(Purchases less than small purchase threshold)

The Record of Small Purchase Procurement can be used to document specifications, vendor contact information, bid or price quote information, and the evaluation and selection to award the purchase.

### Record of Small Purchase Procurement

<b>Supplier Name:</b>	<b>Supplier A: Bob's Company</b>				<b>Supplier B: Mary's Company</b>			<b>Supplier C: Pat's Company</b>		
Items to be Purchased: <ul style="list-style-type: none"> <li>Product specifications</li> <li>Delivery Frequency: <u>one time delivery</u></li> <li>Bid will be honored for: <u>two weeks</u> (school will state time period)</li> <li>Evaluation for Award is based: total bid price.</li> </ul>	Quantity estimated to be purchased	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)
1. Applesauce 6/10 cans	30	15.75	472.50	<input type="checkbox"/>	16.50	495.00	<input type="checkbox"/>	15.00	450.00	<input type="checkbox"/>
2. Pineapple 6/10 cans	10	16.25	162.50	<input type="checkbox"/>	17.50	175.00	<input type="checkbox"/>	18.00	180.00	<input type="checkbox"/>
3. Cranberry Sauce 6/10 cans	5	25.25	126.25	<input type="checkbox"/>	21.75	108.75	<input type="checkbox"/>	23.50	117.50	<input type="checkbox"/>
4. Peaches, Freestone, (Halves) 6/10 cans	30	22.25	667.50	<input type="checkbox"/>	21.50	645.00	<input type="checkbox"/>	22.75	682.50	<input type="checkbox"/>
<b>Total:</b>		\$1433.25			\$1423.75			\$1430.00		
*Bidder Selected (BS)		<input type="checkbox"/>			<input checked="" type="checkbox"/>			<input type="checkbox"/>		
*Bidder Selected (BS); SFAs may award all items to one bidder (lowest total price) or award purchases on a line item basis (lowest line item price). Schools can state that either option may be used by the school to award the purchase.										
<b>Method of contact:</b> Phone, Fax, Email or In Person	Fax				Phone			In Person		
<b>Name of person providing bid:</b>	Bob				Mary			Pat		
<b>Date contacted:</b>	July 11, 2012; Faxed in bid - Bid sheets attached				July 10, 2012; Price given per phone. - Confirmed in writing and attached			July 13, 2012; Visited store and obtained prices. - Price sheet attached		
<b>Additional Notes:</b>	Bob said their fresh fruit and vegetables are more competitively priced than canned goods.				Best overall pricing; Mary stated that they will have a clearance special going on in October.			Pat said that their delivery costs have gone up recently but that in November they will have a new distributor and pricing.		
Signature of person completing this form: <i>Sam Anderson</i>								Date: <i>July 15, 2021</i>		

This institution is an equal opportunity provider.

Last updated: 02/2023

### Record of Small Purchase Procurement

Supplier Name:										
Items to be Purchased:	Quantity estimated to be purchased	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)
<ul style="list-style-type: none"> <li>Product Specifications.</li> <li>Delivery: _____</li> <li>Bid will be honored for: _____ (number of day(s)/week(s)/month(s)) (school will state time period)</li> <li>Evaluation for Award is based on: _____ (line item or total bid price)</li> </ul>										
1. Product name & specification:				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
2. Product name & specification:				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
3. Product name & specification:				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
4. Product name & specification:				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
5. Product name & specification:				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
6. Product name & specification:				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
<b>Total:</b>		\$			\$			\$		
*Bidder Selected (BS)			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
*Bidder Selected (BS); SFAs may award all items to one bidder (lowest total price) or award purchases on a line item basis (lowest line item price). Schools can state that either option may be used by the school to award the purchase.										
<b>Method of contact:</b> Email/Fax/Mail/In person/Phone										
<b>Name of person quoting pricing:</b>										
<b>Date contacted:</b>										
<b>Additional Notes:</b>										
Signature of person completing this form:								Date:		

<b>Name of bidder selected:</b> _____ <b>Bidder selected was notified on:</b> _____ (If notification was in writing attach document to the procurement log/evaluation matrix) <b>TMethod of notification:</b> _____ (Email/Fax/Mail/In person/Phone)
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