

## Procurement checklist Information for Procurement Files

Small purchase	Complete	Date	Initials
Procurement method used	_____	_____	_____
Description of item/service to purchase (can be included in Solicitation Form)	_____	_____	_____
Number of quotes received	_____	_____	_____
Vendor selected	_____	_____	_____
Vendor rejected and why	_____	_____	_____
Cost/price reasonable	_____	_____	_____
Purchase order or contract	_____	_____	_____
Indian Preference	_____	_____	_____
Debarred list ( <a href="http://www.SAM.gov">www.SAM.gov</a> )	_____	_____	_____
For vehicle only: lease vs. purchase analysis	_____	_____	_____

Instructions: Please provide comment, if needed, regarding any variance from the standard procurement procedures, such as why a different method of procurement was used or why multiple bids could not be obtained.

Completed by:

Date: