

Vendor Selected Vendor Selected SMALL PURCHASE BID FORM

This form is to be used to document three quotations for securing services, supplies or other property that does not cost more than \$25,000 in the aggregate. Written quotations must be obtained and attached for purchases exceeding \$2500. This form does not apply to petty cash transactions or purchases of \$1000 or less.

Item: _____
Item Description: _____

Vendor #1	Vendor #2	Vendor #3
Name: _____	Name: _____	Name: _____
Address: _____	Address: _____	Address: _____
_____	_____	_____
Phone: _____	Phone: _____	Phone: _____
Contact: _____	Contact: _____	Contact: _____
_____	_____	_____
Notes	Notes	Notes

Bids obtained by: _____ Date: _____

Appropriate Approval: _____
(\$1000 but less than \$2500-Project Director; \$2500 to \$10,000-Fiscal Manager; \$10,001 to \$25,000-Executive Director;
over \$25,000 requires Board Approval)

Vendor Selected: