

Small Purchase Form

Organization Name _____

Individual Soliciting Information _____

The Federal Small Purchase Threshold is from \$3,500-150,000.

Instructions: Use this form to document the small purchase procedures. Attach additional supporting documentation to this form. Circle or note the vendor selected. Complete the bottom section if the lowest bidder was not selected. May obtain more than three quotes.

Vendor Name, Address and Telephone #	Individual's Name and Position Providing Price Quote	Description of Goods or Services, Including Quantity, Any Other Pertinent Terms or Conditions and the Date of Services	Date of Contract	Method of Contract	Discussion With Vendor	Price Quote and Duration	Final Negotiated Price
Vendor 1							
Vendor 2							
Vendor 3							

If the lowest bidder was not selected, document below the reasons the lowest bidder could not meet the specific contract terms sought:
