

PROCUREMENT FORM

Agency: _____ Project: _____

Materials

Product

Supplies

Service

Specify/Describe: _____

Small Purchase (\$500-\$1000)

Larger Purchase (Over \$1000)

VENDOR/CONSULTANT
ADDRESS
PHONE

MBE/WBE Yes/No	Telephone Solicitation Check One	Written Quotation Check One	Price Quoted	Selected Yes/No
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1.) _____

_____ \$ _____

2.) _____

_____ \$ _____

3.) _____

_____ \$ _____

4.) _____

_____ \$ _____

5.) _____

_____ \$ _____

COMMENT SECTION

Agency Signature

Date

Project Manager Approval

Date