

Procurement Request
Highland Rim Head Start

Date _____

Amount of Purchase _____

Requested by _____

Item to purchase: _____

Head Start Director Approval _____ Date _____

Director of Finance Approval _____ Date _____

Executive Director Approval _____ Date _____

Attached (check the appropriate procedure):

Amount of Purchase	Required Approvals	Required Solicitation	Required Documentation
\$500 < \$3,500	<ul style="list-style-type: none"> • Dept. Director • Dir. of Finance • Executive Dir 	Evidence of solicitation required and purchases should be distributed among qualified vendors	3 written bids (catalogue, Internet, email, fax)
\$3,500 ≤ \$25,000	<ul style="list-style-type: none"> • Dept. Director • Dir. of Finance • Executive Dir 	3 written bids (Request for Bids or Request for Proposals)	<ul style="list-style-type: none"> • Copy of bid, RFB or RFP • Proposal scoring grids including who participated in the scoring • Proposal and contract of winning bid
\$25,001 ≤ \$150,000	<ul style="list-style-type: none"> • Dept. Director • Dir. of Finance • Executive Dir. 	3 written bids (Request for Bids or Request for Proposals)	<ul style="list-style-type: none"> • Copy of RFB or RFP • Proposal scoring grids including who participated in the scoring • Proposal and contract of winning bid
> -\$150,000	<ul style="list-style-type: none"> • Dept. Director • Dir. of Finance • Executive Dir. • Board of Directors 	3 written bids (Request for Bids or Request for Proposals)	<ul style="list-style-type: none"> • Copy of RFB or RFP • Proposal scoring grids including who participated in the scoring • Proposal and contract of winning bidder

Vendor: _____

Copy and Return to Head Start

Notes:

