

Highland Rim Economic Corporation  
Procurement Form

Date \_\_\_\_\_

Amount of Purchase \_\_\_\_\_

Requested by \_\_\_\_\_

Item to purchase: \_\_\_\_\_

Vendor: \_\_\_\_\_

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	
\$3,500 < \$9,999 Micro Purchase	<ul style="list-style-type: none"> <li>• Dept. Director</li> <li>• Dir. of Finance</li> <li>• Executive Dir</li> </ul>	Must be on vendor list	<ul style="list-style-type: none"> <li>• Estimated costs/Invoice</li> </ul>	<input type="checkbox"/>
\$10,000 < \$149,999 Small purchase	<ul style="list-style-type: none"> <li>• Dept. Director</li> <li>• Dir. of Finance</li> <li>• Executive Dir</li> </ul>	2 written quotes (Request for Bids or Request for Proposals)	<ul style="list-style-type: none"> <li>• Copy of bid, RFB or RFP</li> <li>• Proposal scoring grids including who participated in the scoring</li> <li>• Proposal and contract of winning bid/proposal</li> </ul>	<input type="checkbox"/>
\$150,000 < \$249,999 Sealed Bids	<ul style="list-style-type: none"> <li>• Dept. Director</li> <li>• Dir. of Finance</li> <li>• Executive Dir.</li> </ul>	2 sealed bids (Request for Bids or Request for Proposals)	<ul style="list-style-type: none"> <li>• Copy of RFB or RFP</li> <li>• Proposal scoring grids including who participated in the scoring</li> <li>• Proposal and contract of winning bid</li> </ul>	<input type="checkbox"/>
>\$ 250,000 Competitive Proposal	<ul style="list-style-type: none"> <li>• Dept. Director</li> <li>• Dir. of Finance</li> <li>• Executive Dir.</li> <li>• Board of Directors</li> </ul>	2 sealed bids (Request for Bids or Request for Proposals)	<ul style="list-style-type: none"> <li>• Copy of RFB or RFP</li> <li>• Proposal scoring grids including who participated in the scoring</li> <li>• Proposal and contract of winning bid</li> </ul>	<input type="checkbox"/>

Copy and Return to Head Start

Notes: