

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
\$1,500 < \$3,500	<ul style="list-style-type: none"> <li>• Dept. Director</li> <li>• Dir. of Finance</li> <li>• Executive Dir</li> </ul>	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"> <li>• Dept. Director</li> <li>• Dir. of Finance</li> <li>• Executive Dir</li> </ul>	3 written bids (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</li> </ul>
\$25,001 ≤ \$150,000	<ul style="list-style-type: none"> <li>• Dept. Director</li> <li>• Dir. of Finance</li> <li>• Executive Dir.</li> </ul>	3 written 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>
> \$150,000	<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>	3 written 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 bidder</li> </ul>





Copy and Return to Head Start

Notes: