

SMALL PURCHASE DOCUMENTATION FORM

Instructions: Use this form to document small purchases for purchasing products/services costing less than \$250,000. Individual or grouped transaction(s) that exceed \$10,000 for similar items must be documented below. Ensure at least two (2) quotes are used between qualified sources, and (3) three are preferred to achieve competition and to satisfy federal procurement requirements. Attach additional supporting documentation to this form. State the vendor selected. Complete the bottom section if the lowest bidder was not selected.

Items or Meals to be Purchased: _____
 Delivery Frequency: _____
 Bid will be honored for: _____ (number of day(s)/week(s)/month(s))

Vendor Name, Address, and Telephone Number	Individual's Name and Position Providing Price Quote	Item Name/Description of the goods or services, including quantity, any other pertinent terms or conditions required by the organization, and date of services	Date of Contact	Method of Contact	Discussion with Vendor	Quantity estimated to be purchased	Unit Price	Extended Price Negotiated Price (Quantity x Unit Price)
Vendor One:								
Vendor Two:								
Vendor Three:								

Name of vendor selected: _____

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

Please respond to the following statement and information below:

Yes No *I certify that the information contained in this document is true and correct and listing false or incorrect information and/or failure to notify DECAL when the information contained in this document changes may result in the denial of reimbursement, termination and disqualification of the organization, its responsible principals and/or individuals from participation in the CACFP and SFSP.*

Signature of the person completing this form: _____

Sponsor/Institution: _____ Date: _____