



Print

Reset

GENERAL INFORMATION

Vendor Name: _____

Req #: _____ PO # _____

Pcard Confirmation# _____ Date: _____

Form Completed By: _____ Date: _____

State Program:

- 24 - Federal SPED
- 38 - Perkins
- 51 - Title I
- 52 - Title II
- 64 - LEP
- 67 - Johnson O'Malley
- 68 - Indian Ed

PROCUREMENT (check one)

Furniture, Equipment, Supplies:

- \$0 - \$10,000 No Action Required (Micro Purchase)
- \$10,001 - \$75,000 Minimum 3 Quotes Required (Quotes Attached)
- > \$75,000 Formal Bids Required

Professional Services:

- \$0 - \$10,000 No Action Required (Micro Purchase)
- \$10,001 - \$250,000 Minimum 3 Quotes Required (Quotes Attached)
- > \$250,000 Formal Bids Required
- Non-Public Agency per OSPI No Action Required
- SES Provider per OSPI No Action Required
- Government Agency/ESD No Action Required
- IEP Placement Sole Source Explanation (or attach IEP explanation):
- Sole Source Complete Sole Source Explanation Below:
 (If not enough space, please attach additional documents as necessary)

Describe the service/product requested and why it is required: _____

Which providers were considered? _____

Rationale for selecting the provider? _____

How was it determined there were no other providers better suited? _____

SUSPENSION & DEBARMENT

Required for All Vendors: SAM.gov (screenshot attached)

NOTE: Attach vendor contract, Federal Procurement / Suspension & Debarment Form, quotes (if required) & SAM.gov screenshot to purchase requisition in Business Plus or