

Jefferson County Public Schools
Small Purchase Determination and Finding

School: _____

Date: _____ Requisition Number: _____

Person Ordered For: _____

Companies Quoting:

Deliver To: _____ Will Call: _____

1. _____

Successful Company: _____

2. _____

Sales Representative: _____

3. _____

Date Requisition Entered in MUNIS: _____

4. _____

Commodity Code	Quantity	Unit of Measure	Req. Total	Description	\$ Price Evaluation \$			
					1	2	3	4

I DETERMINE, PURSUANT TO KENTUCKY REVISED STATUTE 45A.385, THAT THE BEST METHOD OF PROCUREMENT TO BE USED FOR THE ABOVE PURCHASE(S) IS:

Check One:

Phone Quotes

Written Quotes

Other Comparative Evaluation - explain: _____

And my findings are:

Purchaser's Signature: _____

Approved (Principal/Department Head): _____