

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): _____