

Procurement Summary

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| **DATE**: **PO#:**  |
| **DESCRIPTION OF PRODUCT/SERVICE**: |
| **ESTIMATED COST:** |
| **PROCUREMENT METHOD***: RFP Small purchase Micro purchase* |

Vendor Response

|  |  |  |
| --- | --- | --- |
| **COMPANY** | **RECEIVED RESPONSE** | **AMOUNT/QUALIFIED**  |
|  |  |  |
|  |  |  |
|  |  |  |

Result

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| --- |
| **COMPANY NAME** |
|  |

□ Sole Source Vendor (DESCRIBE) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Lowest Price

□ Best Product/Service (if not lowest price) (DESCRIBE)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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