



New Kent County

## Requisition – Proof of Procurement

Department: \_\_\_\_\_

Date: \_\_\_\_\_

Short Description of Requisition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Type of Procurement – Please check only one.

☐ 3 Telephone Quotes (\$5,000 - \$20,000)

☐ RFP/IFB (Greater than \$50,000)

Contract # \_\_\_\_\_

☐ Cooperative Procurement

Contract # \_\_\_\_\_

Include a copy of the RFP & Contract

☐ 4 Written Quotes (\$20,001 - \$50,000)

Include copies of written quotes

☐ Professional Services less than \$80,000

Greater than \$30,000 requires BOS approval

☐ Emergency *(Include Emergency Documentation)*

Include Emergency Documentation

☐ Sole Source *(Include Sole Source Documentation)*

Include Sole Source Documentation

### Vendor Information

#### Vendor 1 – Vendor Chosen to Provide the Requested Goods or Services

Name: \_\_\_\_\_ Quote: \$ \_\_\_\_\_

#### Vendor 2

Name: \_\_\_\_\_ Quote: \$ \_\_\_\_\_

#### Vendor 3

Name: \_\_\_\_\_ Quote: \$ \_\_\_\_\_

#### Vendor 4

Name: \_\_\_\_\_ Quote: \$ \_\_\_\_\_

### Additional Notes

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_