**Instructions and Example for Completing Informal (Small Purchase) Quote Tabulation Log**

The Informal Procurement Log can be used to document all quotes received as a result of the SFA’s solicitation for purchasing products/services costing less than $250,000.  The SFA will solicit at least two and preferably three quotes in order to achieve competition and to satisfy federal procurement requirements.  SFAs will need to document the quotes and all other pertinent information discussed with the vendors. SFAs must make certain that all vendors receive the same product specifications.  All procurement records must be kept for at least five years from the end of fiscal year.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Vendor Name: | | 1. | | | 2. | | | 3. | | |
| Items to be Purchased:  Delivery Frequency: \_\_\_\_\_\_\_\_\_\_  Bid will be honored for: \_\_\_\_\_\_\_\_ (number of day(s)/week(s)/month(s)) (school will state time period) | Quantity estimated to be purchased | Unit Price | Extended Price (Quantity x Unit Price) | \*QS  () | Unit Price | Extended Price (Quantity x Unit Price) | \*QS   () | Unit Price | Extended Price (Quantity x Unit Price) | \*QS   () |
| 1. Product name & specification: |  |  |  |  |  |  |  |  |  |  |
| 2. Product name & specification: |  |  |  |  |  |  |  |  |  |  |
| 3. Product name & specification: |  |  |  |  |  |  |  |  |  |  |
| 4. Product name & specification: |  |  |  |  |  |  |  |  |  |  |
| 5. Product name & specification: |  |  |  |  |  |  |  |  |  |  |
| Total: | | $ | | | $ | | | $ | | |
| \*Quote Selected (QS) | |  | | |  | | |  | | |
| \*Quote Selected (BS); SFA may award all items to one vendor (lowest total price) or award purchase on a line item basis (lowest line item price). SFA will tell the vendors which option they will use for awarding the purchase when they are asking for pricing. SFA will state that either option may be used to award the purchase. | | | | | | | | | | |
| Method of contact: Email/Fax/Mail/In person/Phone | |  | | |  | | |  | | |
| Name of person quoting prices: | |  | | |  | | |  | | |
| Date contacted: | |  | | | | | | | | |
| Additional Notes: | |  | | |  | | |  | | |
| Signature of person completing this form:                                                                                        School System: | | | | | | | | Date: | | |
|  | | | | | | | |

Name of vendor selected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor selected was notified on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (If notification was in writing attach document to the procurement log/evaluation matrix)

Method of notification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Email/Fax/Mail/In person/Phone