

INFORMAL PROCUREMENT LOG

(Purchases costing less than \$25,000)

The Informal Procurement Log can to be used to document all bids received as a result of the schools' solicitation for purchasing products/services costing less than \$25,000. A school will need to **solicit at least three bids** in order to achieve competition and to satisfy federal procurement requirements. Schools will need to document the bids and all other pertinent information discussed with the bidders. Schools must make certain that all bidders receive the same product specifications. **All procurement records must be kept for at least three years from the date the last invoice is paid.**

Supplier Name:											
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)	*BS (✓)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)
1. Product name & specification:					<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
2. Product name & specification:					<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
3. Product name & specification:					<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
4. Product name & specification:					<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
5. Product name & specification:					<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
6. Product name & specification:					<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
Total:			\$		<input type="checkbox"/>	\$		<input type="checkbox"/>	\$		<input type="checkbox"/>
*Bidder Selected (BS)					<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
*Bidder Selected (BS); school can award all items to one bidder (lowest total price) or award purchase on a line item basis (lowest line item price). School needs to tell the bidders which option they will use for awarding the purchase when they are asking for pricing. Schools can state that either option may be used by the school to award the purchase.											
Method of contact: Email/Fax/Mail/In person/Phone											
Name of person quoting pricing:											
Date contacted:											
Additional Notes:											
Signature of person completing this form:									Date:		

Name of bidder selected: _____ Bidder 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)
