



Procurement Documentation Form

Note: All purchases of more than \$10,000 for a single item must have bids from at least two suppliers unless there is documentation to show that the item is a sole source item, i.e., available from only one supplier. Please use this form to document the bids or quotes you obtained in sourcing your item. Direct bids or quotes from the supplier or online screenshots of item pricing are all acceptable forms of documentation.

Name:

Department:

Date:

Item to be Purchased:

Item Price:

Brief description of how you sourced your item and how your final purchase decision was made:

Bid/Quote/Pricing Documentation

Please list at least two sources from which you obtained a bid, quote, or other pricing information. Attach to this document the bid, quote, or other pricing information.

Source #1- Supplier Name:

Source #2- Supplier Name:

Source #3- Supplier Name (optional):

Please submit this form to Accounting@wacbd.org to support your purchase along with your invoice copy.