

TOWN OF PENDLETON
2020 APPROVED PURCHASING WORKSHEET

EMPLOYEE: _____

DATE: ____/____/____

ITEM: _____

REASON FOR PURCHASE: _____

FUND VERIFICATION: _____ as of _____
(Date)

Guidelines: (Check one that applies)

- ☐ Materials: More than **\$10,000** / Material & Labor: More than **\$35,000**
Written specifications, Advertising & Sealed Bids
- ☐ Material: **\$3,000 to \$10,000** / Material & Labor **\$10,000 to \$35,000**
Attach three (3) written/fax quotations
- ☐ Material: **\$500 to \$3,000** / Material & Labor **\$3,000 to \$10,000** / Highway, Water, Sewer Repair **\$1,000 to \$3,000**
Three (3) oral/Fax quotations:

LIST VENDOR, MODEL, PRICE BELOW

1. _____

2. _____

3. _____

- ☐ Material: **\$0 to \$500** / Material & Labor: **\$0 to \$5,000** / Highway, Water, Sewer Repair **\$0 to \$1,000**
Alternate price quotations not required/subject to Department Head Approval

If lowest quoted price is not awarded, please detail reason: _____

Reasons for non-solicitation: (Check one that applies)

- ☐ Acquisition of professional services; ☐ emergencies; ☐ sole source situations; ☐ goods purchased from agencies for the blind or severely handicapped; ☐ goods purchased from correctional facilities; ☐ goods purchased from another governmental agency; ☐ goods purchased at auction; ☐ goods purchased under NY State Contract; ☐ original equipment replacement parts/service

Signature Page

Department Heads are to sign and date all purchasing worksheets below. For purchases conforming to the Town of Pendleton Procurement Policy which require signatures from members of the Town Board, please sign and date below also.

Department Head Signature

Printed Name

Signature

Date

Town Board Signatures

Printed Name

Signature

Date

Printed Name

Signature

Date

Printed Name

Signature

Date