

RECORD of SPECIAL PROCUREMENT

\$5,000 or Less

| | |
|-------------------|--|
| Date | |
| Agency/Division | |
| PS Requisition ID | |

| | |
|---------------------------------------|--|
| Provision Cited per IC 5-22-10 | |
| Cost or Value of Purchase or Contract | |
| Supplier Selected | |



Describe the goods/services purchased and justification for use of a special purchasing method.

Detail the research done determining this product/service is the best solution for the State.

Suppliers Solicited and Their Quoted Prices

| | | | |
|-----------------|--|------------------|----|
| Supplier 1 Name | | Supplier 1 Quote | \$ |
| Supplier 2 Name | | Supplier 2 Quote | \$ |
| Supplier 3 Name | | Supplier 3 Quote | \$ |
| Supplier 4 Name | | Supplier 4 Quote | \$ |

Explain why the awarded supplier was chosen.

If less than four quotes were sought or obtained, explain how it was determined that the price quoted by the awarded supplier is fair and reasonable.



| | |
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| Reviewed and approved by Agency Head Procurement Agent: | |
|--|--|

Head Procurement Agent Signature

*Attach supporting documents or additional justification as needed.