Jefferson County Public Schools

Small Purchase Determination and Finding

School: ___________________________________________ Date: ___________ Requisition Number: ___________

Person Ordered For: ___________________________________ Companies Quoting: 

Deliver To: ____________________________ Will Call: _______ 1. ____________________________

Successful Company: ____________________________ 2. ____________________________

Sales Representative: ____________________________ 3. ____________________________

Date Requisition Entered in MUNIS: ___________ 4. ____________________________

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Quantity</th>
<th>Unit of Measure</th>
<th>Req. Total</th>
<th>Description</th>
<th>$ Price Evaluation $</th>
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I DETERMINE, PURSUANT TO KENTUCKY REVISED STATUTE 45A.385, THAT THE BEST METHOD OF PROCUREMENT TO BE USED FOR THE ABOVE PURCHASE(S) IS:

Check One

☐ Phone Quotes
☐ Written Quotes
☐ Other Comparative Evaluation - explain: ________________________________________________________________

And my findings are: __________________________________________________________________________________

_____________________________________________________________________________________________________

Purchaser's Signature: ________________________________________________________________________________

Approved (Principal/Department Head): ________________________________________________________________

Revised 7/10