

Federal Grant Purchasing Form

1A The Procurement Request was approved on _____ (date)

1B Grant intended to use for purchase: _____
(Title I, Title II, Focus, etc)

2 What is the name of the Product/Service you intend to purchase?

3 How many quotes/bids did you receive? (**Please attach copies of quotes/bids**)

One

Two

Three

More than Three

This was an approved Sole Source

4. What is the total amount of purchase? _____

5 Please describe reasoning for selecting the product/service. What set it apart from other options?

6 Please describe how you will measure and report the effectiveness of this product/service for your CIP/DIP?

Principal/Director Signature

Date