**PURCHASING SUMMARY SHEET**

**FOR FEDERAL FUND OR GRANT PURCHASES (EDGAR form)**

**Use this form to summarize recommended vendors for purchase of goods and/or services.**

Staff Member: Campus/Department:

CIP/DIP Goal(s):

Description of Item(s)/Service(s) Requested:

Recommended Vendor:

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Code: |  | Amount: |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Amount |  |
|  |  |  |  |

Quotations were not obtained for this purchase because our campus/department considers the price to be reasonable based on research, experience, purchase history or other information as explained below:



Signature of Person Requesting Purchase: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_