Purchase Certification

Provided this form is certified by the District finance officer prior to the purchase, District/school personnel may make purchases of up to $2,500 outside established price contract agreements.

School Name: _____

Requested By: _____

Purchase Date: _____ (Certification date precede purchase date.)

Vendor Name: _____

List below the item(s) to be purchased:

Description	Cost (*)	Contract (**)
TOTAL		

(*) Cost from the vendor named above.

(**) Cost on GSA, State Price, or other Board-approved bid contract

I certify that this purchase will not exceed $2,500 and that the item(s) listed above meet or exceed the standards and specifications fixed by the following (Check appropriate box.):

☐ Federal (GSA) Price Contract number _____

☐ State Price Contract number _____

☐ Cooperative Agency Bid number _____

☐ Other Entity Bid Entity Name _____

Bid number _____

I further certify that the sales price of this purchase is lower than the sales price in the noted bid and/or contract.

_____ _____

Finance Officer/Designee's Signature ***Date***

Review/Revised:2/25/2002