

### Small Purchase Determination and Finding

School: \_\_\_\_\_ Date: \_\_\_\_\_ Purchase Order Number: \_\_\_\_\_

Person Ordered For: \_\_\_\_\_

Companies Quoting: \_\_\_\_\_

Deliver To: \_\_\_\_\_ Will Call: \_\_\_\_\_ 1. \_\_\_\_\_

Successful Company: \_\_\_\_\_ 2. \_\_\_\_\_

Sales Representative: \_\_\_\_\_ 3. \_\_\_\_\_

Date PO Entered in MUNIS: \_\_\_\_\_ 4. \_\_\_\_\_

Commodity Code	Quantity	Unit of Measure	Req. Total	Description	\$ Price Evaluation \$			
					1	2	3	4

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): \_\_\_\_\_