



COVINGTON INDEPENDENT PUBLIC SCHOOLS

SMALL PURCHASE FINDINGS FORM

For all purchases over \$1,000. Three quotes for identical item(s) must be obtained and attached.

School/Department: _____ Date: _____

Employee Submitting Quotes: _____

Successful Company: _____

Description of Items Purchased or Work Being Done:

	Company Name	No. of Items	Price per Item	Total Cost	Notes
1					
2					
3					

Pursuant to Kentucky Revised Statute 45A.385, the best method of procurement to be used for the above purchase(s) is:

_____ Lowest Bid _____ Best Bid _____ Single Source Vendor for Item

Findings: _____

Employee Signature:

Approved (Principal/Department Head)

Purchasing Contact Approval:

Date