



FEDERAL PROCUREMENT CHECKLIST DIERINGER SCHOOL DISTRICT #343

FEDERAL PROGRAM:

- ☐ 24 – FEDERAL SPED
- ☐ 51 – TITLE I
- ☐ 52 – TITLE II
- ☐ 54 – TITLE IV
- ☐ 64 – TITLE III
- ☐ Other

GENERAL INFORMATION

VENDOR NAME:

REQUISITION #: _____ PO #: _____

PCARD Purchase?: _____ DATE: _____

FORM COMPLETED BY: _____ DATE: _____

PROCUREMENT (CHECK ONE)

FURNITURE, EQUIPMENT, SUPPLIES:

- ☐ \$0 - \$10,000
- ☐ \$10,001 - \$74,999
- ☐ \$> \$75,000

No Action Required (Micro Purchase)

Minimum 3 Quotes Required (Quotes Attached from different sources) Formal Bids Required

PROFESSIONAL SERVICES

- ☐ \$0 - \$10,000
- ☐ \$10,001 - \$249,999
- ☐ \$> \$250,000
- ☐ Non-Public Agency per OSPI
- ☐ SES Provider per OSPI
- ☐ Government Agency/ESD
- ☐ IEP Placement
- ☐ Sole Source

No Action Required (Micro Purchase)

Minimum 3 Quotes Required (Quotes Attached)

Formal Bids Required

No Action Required

No Action Required

No Action Required

Sole Source Explanation (or attach IEP explanation):

Complete Explanation Below: *(if not enough space, please attach additional documents as necessary)*

Describe the service/product requested and why it is required:

Which providers were considered?:

Rationale for selecting the provider?:

How was it determined there were no other providers better suited?:

SUSPENSION & DEBARMENT

Required for All Vendors: SAM.gov (attach screenshot)

Note: Attach vendor contract, Federal Procurement/Suspension & Debarment Form, quotes (if required) & SAM.gov screenshot to purchase requisition in Skyward.