



# RECORD OF SMALL PURCHASE PROCUREMENT

*Pursuant to KRS 45A.385*

**Location:** \_\_\_\_\_

## SUPPLIER NAME

## METHOD OF OBTAINING QUOTE

A. \_\_\_\_\_  
B. \_\_\_\_\_  
C. \_\_\_\_\_

Website ☐ Catalog ☐ E-Mail ☐  
Website ☐ Catalog ☐ E-Mail ☐  
Website ☐ Catalog ☐ E-Mail ☐

QTY	PRODUCT SPECIFICATION	A	B	C
TOTAL				

**BIDDER SELECTED**

☐ ☐ ☐

**A**

**B**

**C**

Quote Provided By:

Quote Provided By:

Quote Provided By:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Quote:

Date of Quote:

Date of Quote:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Notes:

Additional Notes:

Additional Notes:

*\*Three official quotes are required for purchases of \$10,000 - \$39,999. Website and catalog quotes will not be accepted.*

