

KOKHANOK VILLAGE COUNCIL
PURCHASE ORDER REQUEST (FOR PURCHASES BETWEEN \$5,000 AND \$100,000)

The following information constitutes the significant history of this procurement as required by 24 CFR 85.36(b)(9) and must be completed prior to the issuance of a Council Purchase Order.

Project: _____ **Product or Service:** _____
Department/Program: _____

Basis for vendor/contractor selection or rejection: (Price/Rate quotations)

Vendor No. 1: _____
Phone: _____ Address: _____
City: _____ State: _____ Zip Code: _____
Total Bid: _____ Quote Attached: YES / NO

Vendor No. 2: _____
Phone: _____ Address: _____
City: _____ State: _____ Zip Code: _____
Total Bid: _____ Quote Attached: YES / NO

Vendor No. 3: _____
Phone: _____ Address: _____
City: _____ State: _____ Zip Code: _____
Total Bid: _____ Quote Attached: YES / NO

Justification of Selection:

- This purchase requisition was issued to Vendor No. _____, who quoted the lowest bid.
- This purchase requisition was issued to Vendor No. _____, because of the following factors which precluded award to the lowest bid:

(example: sole source, waived shipping fee)

COMMENTS:

Prepared by: _____ **Title:** _____ **Date:** _____

This purchase requisition was approved at a meeting of the Kokhanok Village Council on _____ at which a quorum of council members were in attendance.

Approved by: _____ **Title:** _____ **Date:** _____

Approved by: _____ **Title:** _____ **Date:** _____