

Clarksdale Municipal School District

Supporting Documentation for Expenditure of Funds with External Vendor

Each CMSD Administrator authorizing the expenditure of funds under their supervision and area(s) of responsibility exceeding ten thousand five hundred dollars {\$10,000) for services and/or exceeding five thousand dollars (\$5,000) for commodities is required to complete this form. All appropriate supporting detail must accompany this form to document and verify compliance with state and federal purchasing/procurement requirements. **The completion of this form is a new requirement in CMSD effective October 2018 and thereafter.**

Type of Item/Service Need _____

Number of Proposals/Quotes Received _____

Names/Addresses of Vendors Submitting Proposals

1. _____

2. _____

3. _____

Vendor Selected _____

Were written specifications provided to each vendor? Yes _____ No _____

(If yes, attach copy.)

Single Source Vendor? Yes _____ No _____

Purchase Amount _____

Funding Source to be Used for Purchase _____

Rationale for vendor's selection if price quoted was not the least expensive _____

APPROVALS (Items requiring School Board approval must be in at least seven (7) days prior to board meeting)

School/Department Approval By:

Date

District Office Approval By:

Date