



BID TRACKING FORM

Requesting Department: _____ Date Initiated: _____

Description of purchase request:

Is this a purchase of a () product or a () service?

No Yes

Does the requisition exceed \$20,000.00?

Is the purchase for capital outlay items*? (Usually a piece of equipment in excess of \$5,000)

If the answer was yes to either of the above questions, competitive bids are required. Please refer to board policy 6210 and 6220 for more information.

Bid Tracking

Vendor	Estimate	Date

- Attach information about the product or services you wish to purchase for the Superintendent’s review.
- Attach any estimates, bids or pricing you received in writing from any vendor

Vendor Recommendation

Complete this section to recommend the vendor of your choice and reason.

Recommended Vendor	Reason/Rational	Price

Name of Requestor

Signature of Requestor

Date

For Superintendent Review:

() Approved. Please attached this signed form to a requisition to move forward with the purchase as presented.

() Denied. Reason: _____

Superintendent’s Approval

Date

Comments:

Routing Instructions: Requestor to Superintendent -> Superintendent to Requestor -> If approved, Requestor attach form to requisition.

*Capital outlay expenditures are those that result in the acquisition of capital assets or additions to capital assets. They include capital expenditures for land or existing buildings, improvements to grounds, construction of buildings, additions to buildings, remodeling of buildings, and purchase or installment of initial or additional major items of equipment (OSPI Accounting Manual 2020,10-15)