

TOWN OF RAYNHAM PROCUREMENT FORM

This form must be used for the purchase of supplies and services over \$5,000.00. The Town Accountant will not process the payment unless this form is signed by the Department Head and the Town Administrator/Procurement Officer and submitted along with the invoice. Invoices submitted without the form will be returned to the department. If there is a contract in place with the vendor, it must be submitted along with this form.

Department _____

Today's Date _____

VENDOR AWARDED	DATE AWARDED	DOLLAR AMOUNT AWARDED

SPECIFICATIONS- Description of goods or services to be purchased

The minimum requirement of Chapter 30B is requesting three quotes, telephone or written for purchases for \$5,000.00, but less than \$25,000.00.

QUOTES/BIDS RECEIVED - Include name of contact, phone number, city, and state.
(Attach additional pages if necessary)

Final quoted price

1) _____

2) _____

3) _____

4) _____

EXEMPTION FROM 30B– Explain – You must explain the reason for the exemption that is applicable, ie: sole source, emergency, purchase with gift or trust money, etc. (see chapter 30B for a list of all exemptions). You must include the state bid contract number, collaborative bid organization or name of agency, contact person, phone number.

APPROVAL– I certify that I am not aware of any violations of Chapter 268A (ethics issues) regarding this procurement. I am not aware of any potential conflict of interest that I have not already disclosed to the Town Administrator/Procurement Officer.

Signature - Department Head

Signature - Town Administrator/Procurement Officer