

MILLARD COUNTY PURCHASING WORKSHEET

for purchases of \$15,000 to \$75,000

M.C. Policies & Procedures

Section XXI

Departments under the supervision of an elected official need approval from the elected official prior to purchase.

Purchases from a single-source provider are required to be documented on this form and authorized in Section 4.

Section 1: Specifications of Item(s) to be Purchased

Name of person completing this form _____

Budget/Account # _____

Section 2: Telephone Bids and Vendor Information (3 required)

**Please indicate the date that the bid price is good through.*

Vendor Name _____

Phone # _____

*Date _____

\$ Bid _____

Awarded

Comments _____

Vendor Name _____

Phone # _____

*Date _____

\$ Bid _____

Awarded

Comments _____

Vendor Name _____

Phone # _____

*Date _____

\$ Bid _____

Awarded

Comments _____

Section 3: State Contract Purchase (if applicable)

Purchases made through the cooperative purchasing contracts administered by the Utah State Division of Purchasing do not require three telephone bids, but are required to be documented.

Vendor Name _____

Phone # _____

Date _____

\$ Bid Amount _____

Awarded

Section 4: Authorization

In compliance with Millard County Policies & Procedures, Section XXI, Article 3, Item 2; payment of the invoice will not be processed until this form is completed and signed by the appropriate elected official and received by the County Auditor's Office.

Signature of Elected Official _____

Date _____