

PR Number _____
Buyer Initials _____
Date _____

Procurement Officer Review Cover Sheet

1. _____ PURCHASE EQUAL TO OR EXCEEDS \$5,000 - Not on SWC, Agency Contract or available from Mandatory Source - Check One of the Following.

_____ Emergency - attach copy of letter of justification
State how you will deviate from procedure:
Short Bid _____
Limiting Competition _____
Other _____

- _____ Competitive Bid
- _____ Sole Source/ Sole Brand (to team leader 1st)
- _____ Purchase Exceeds \$100,000 - sending to State
- _____ EXEMPT

If Exempt, check one of the following:

- _____ Technical Instruments and Supplies
- _____ Technical Books and Other Printed Matter on Technical Subjects
- _____ Perishables - Fresh Vegetables, Fresh meat, Fish and Oysters, Butter, Eggs, Poultry and Milk
- _____ Professional Services - CPA, Architecture, Chiropractic, Dentistry, Professional Engineering, Podiatry, Vet Medicine, Registered Professional Nursing, Harbor Piloting, Land Surveying, Law, Psychology, Medicine and Surgery, Optometry, Osteopathy.
- _____ Hatch and Smith Lever Act purchase

- 2. _____ SINGLE BID RECEIVED - Review fair and reasonable price justification
Only necessary if we have not justified sole source (to team leader 1st)
- 3. _____ DETERMINATION OF NON-RESPONSIBILITY (to team leader 1st)
- 4. _____ NOT AWARDING TO LOW BIDDER (to team leader 1st)

Team Leader _____ APO _____