

## **Purchasing Summary Sheet**

To: *The Director of Purchasing*

Requisition # \_\_\_\_\_ Department \_\_\_\_\_

**Discussion:** (General program information.)

**Purpose:** (What is being requested, and what will it accomplish. What are the selection criteria, should it be a bid, a proposal or a sole resource.)

**Recommendation:** (Who should the contract be awarded to. The name of the Company and location. What their ranking was in the proposal process. How many companies participated in the solicitation process.)

**Cost/Finding:** (Explain that the costs are fair and reasonable, within budget and in what specific codes.)

Requested By: \_\_\_\_\_

Please Print: \_\_\_\_\_

Approved By: \_\_\_\_\_

Please Print: \_\_\_\_\_