

**ELIZABETH CITY-PASQUOTANK PUBLIC SCHOOLS PO-1 FORM
USE THIS FORM FOR NON-STATE CONTRACT PURCHASES**

THE PO-1 FORM IS TO BE ATTACHED TO PURCHASE ORDERS AND WILL REMAIN ATTACHED TO THE PURCHASE ORDER AND INVOICE FILE FOR FUTURE AUDITS

If the expenditure is \$5,000 or less, no competitive bids are required. State contract may be utilized. If the expenditure is between \$5,000 and \$30,000, requestor must obtain three quotes from responsive, responsible vendors. Written quotes are preferred, but telephone solicitations may be used if documented. See Board policy DJF-R for guidance on purchases greater than \$30,000.

Description of item purchased:

Explanation of why bids were not taken or suppliers not contacted and, if appropriate, reason for this emergency:

	DATE:	SUPPLIER CONTACTED/BID RECORDED:	PERSON TALKED WITH:	PHONE NUMBER:	PRICE:
1.					
2.					
3.					

Purchased from:

Total Cost of Purchase: \$

Signature of Requesting Official

Date

Authorized Official

Date

School Finance Officer

Date

- Approved
- Not Approved