



Purchasing File Documentation

Preparer: _____

Date: _____

Department: _____

Over-the-Counter (OTC):

Yes

No

eVA Purchase Requisition Number: _____

eVA Purchase Order Number: _____

Colleague Requisition Number: _____

Colleague Purchase Order Number: _____

Documentation Checklist:

First Documented Attempt

- Mandatory Source is unavailable
- State Contract vendor is unavailable
- Term Contract vendor is unavailable
- Micro-Small vendor is unavailable
- Small vendor is unavailable
- Other

Date: _____

Time: _____

Vendor Name: _____

Person Contacted: _____

Telephone Number: _____

Second Documented Attempt

(If the price appears unreasonable contact another Micro-Small or Small vendor)

- Micro-Small vendor is unavailable
- Small vendor is unavailable
- Other

Date: _____

Time: _____

Vendor Name: _____

Person Contacted: _____

Telephone Number: _____

Details of Actions:

Use this area to detail your efforts to secure products or services from a mandatory source vendor, state contract vendor, term contract vendor, micro-Small or Small vendor. Provide a response from each vendor you contacted. If the price appeared unreasonable attach quotes as supporting documentation. *Note: remember the purchasing hierarchy.*
