



COVINGTON INDEPENDENT PUBLIC SCHOOLS
SMALL PURCHASE DETERMINATION AND FINDINGS FORM

For all purchases over \$1,000. Three quotes for identical item(s) must be obtained and attached.

School/Department: _____ Date: _____

Employee Submitting Quotes: _____

Successful Company: _____

Companies Quoting:

1. _____
2. _____
3. _____

Qty.	Description	\$ Price Quotes \$		
		1.	2.	3.

Pursuant to Kentucky Revised Statute 45A.385, the best method of procurement to be used for the above purchase(s) is:

_____ Lowest Bid _____ Best Bid _____ Single Source Vendor for Item

Findings: _____

 Employee Signature:

 Approved (Principal/Department Head)

 Purchasing Contact Approval:

 Date