

- Reference [Policy 6220](#) and [Procedure 6220P](#).
- Selection of local vendors is highly encouraged.
- Amounts include tax and shipping.
- Work or items cannot be split.
- Use of the state contract, KCDA, or [approved](#) inter-local agreement may be used in lieu of obtaining additional bids and quotes. If using the state contract, a copy of the contract listing the specific items must be attached, along with the contract expiration date and number indicated.
- "Public work" means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality (as per [RCW 39.04.010](#)).
- Use of federal funds of \$25,000 or more must also include suspension/debarment verification.

Location/Department: \_\_\_\_\_

Goods and Services: \_\_\_\_\_ Purpose: \_\_\_\_\_

Type of Purchase (CIRCLE ONE BELOW)	State Funds	Federal Funds	Requirement
<b>Furniture/Equipment/Supplies</b>	\$ 0 - \$ 39,999 \$ 40,000 - \$ 74,999 \$ 75,000 -	\$ 0 - \$ 9,999 \$ 10,000 - \$ 74,999 \$ 75,000 -	No quote required, price reasonable, and distribute equity among suppliers. Written Quotes (at least 3) Competitive Bid
<b>Textbooks</b>		\$ 0 - \$ 9,999 \$ 10,000 - \$ 74,999 \$ 75,000 -	No quote required, price reasonable, and distribute equity among suppliers. Written Quotes (at least 3) Competitive Bid
<b>Services</b> <a href="#">(Routine Maintenance Included)</a>		\$ 0 - \$ 9,999 \$ 10,000 - \$ 74,999 \$ 75,000 -	No quote required, price reasonable, and distribute equity among suppliers. Written Quotes (at least 3) Competitive Bid
<a href="#">Improvements or Repairs</a> (work performed through district departments)	\$ 0 - \$ 74,999 \$ 75,000 -		None Competitive Bid <u>or</u> Small Works Roster up to \$300,000
<a href="#">Public Works</a>	\$ 0 - \$100,000 \$100,000 -		None Competitive Bid <u>or</u> Small Works Roster up to \$300,000
<a href="#">Limited Public Works</a> (using Small Works Roster)	\$ 0 - \$ 35,000		Written Quotes (at least 3 from Small Works Roster)
<a href="#">Public Works</a> (using Small Works Roster)	\$ 0 - \$249,999 \$250,000 - \$350,000		Phone or Written Quotes (all or at least 5 from Small Works Roster) Phone or Written Quotes (all or at least 5 with legal notification to remaining contractors from Small Works Roster)

_____	_____	\$ _____
Date	Vendor	
_____	_____	\$ _____
Date	Vendor	
_____	_____	\$ _____
Date	Vendor	
_____	_____	\$ _____
Date	Vendor	
_____	_____	\$ _____
Date	Vendor	

I hereby certify compliance with district, state, and federal purchasing requirements.

Requested By: \_\_\_\_\_ Approved By: \_\_\_\_\_  
Employee's Signature Date Supervisor's Signature Date

Budget Code:	530							000	
	Fund	General Ledger	Source	Responsibility	Location	Program	Activity	Object	Duty