

Purchase Information Sheet

(\$10,000 and Over)

PR Number:		Vendor Name:	
Purchase Amount:		Division/Department/ Program: <i>(in need of purchase):</i>	

1. Select one of the following approved purchasing methods used to obtain your goods and services:

- ☐
Three quote comparison *(Include vendor written quotes or responses)*
- ☐
Purchasing Co-Ops (Buyboard, DIR, US Communities, etc. *Include contract number*)
- ☐
Sole source *(Include sole source justification form and vendor letter)*
- ☐
Formal competitive bidding process *(Purchases of \$25,000 and over only. Include agenda request form certified by the President's Office)*
- ☐
Inter- Local Agreement

2. Please briefly describe the goods or services requested, reason or need for purchase, describe benefits or opportunities for TSC community including students, list TSC community members and/or student population involved, provide purchase timeline, and any risks associated if purchase is not conducted.