**PURCHASE REQUEST COVER FORM**

Date: Request By:

Description:

GL Code:

Budget Remaining: $

**QUOTES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Supplier** | | **Purchase Price Ex GST** | **Preferred Supplier** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

Reason:

|  |  |  |
| --- | --- | --- |
| **Name** | | **Signature** |
| **1** | Nicole Gibbs |  |
| **2** | Leah Horton |  |
| **3** |  |  |

**Procurement Policy**

**≤ $5,000 One (1) quote required**

**$5,001 to $20,000 Three (3) quotes required (verbal or written)**

**$20,001 to $50,000 Three (3) quotes required (written)**

**$50,001 to $250,000 Three (3) formal quotes required**

**≥ $250,000 Tender Required**