



**COLUMBIA GORGE COMMUNITY COLLEGE**  
**Purchasing**  
<http://www.cgcc.edu/purchasing/>  
 (541) 506-6053

# PROCUREMENT DOCUMENTATION FORM

**FORM USED FOR PURCHASES BETWEEN \$5,000 AND \$75,000**

**PURCHASE ORDER NUMBER:** \_\_\_\_\_

**REQUESTOR:** \_\_\_\_\_

**CONTACT NUMBER:** \_\_\_\_\_

Department should select the vendor quoting the lowest price for the specified materials, supplies, equipment, or service. Department will enter a purchase order in the financial purchasing system to encumber funds in advance and complete the purchase by approved purchase order for the quoted price prior to placing order. If not selecting the lowest quote or cannot obtain quotes, Department shall explain in EXCEPTION section.

**DEPARTMENTS MUST ATTACH COPIES OF QUOTES (VIA FAX, EMAIL, OR MAIL) AND/OR REASONS FOR NOT ACCEPTING THE LOWEST QUOTE.**

<b>Date of Quote(s):</b>	<b>Department Name:</b>	<b>Account #:</b>
Description of Goods/Services:		
Delivery Time, Performance, Warranty & Other Requirements:		
Additional Information:		

### QUOTES RECEIVED

Method	BUSINESS NAME	NAME OF PERSON PROVIDING QUOTE	BUSINESS ADDRESS, PHONE, FAX, OR EMAIL (Optional)	AMOUNT QUOTED	TAX ID NO. FOR SELECTED QUOTE (Optional)

**FEDERAL FUNDS:** Check this box if the purchase is using Federal Dollars

\_\_\_\_\_  
**SIGNATURE OF REQUESTOR**                      **DATE**

### EXCEPTION JUSTIFICATION

Provide justification if any of the following is applicable: a) 3 quotes cannot be obtained b) lowest quote not selected c) sole/single provider d) other –purchase not made using informal bid process (Signature of Department Director required):

\_\_\_\_\_  
**SIGNATURE OF CHIEF FINANCIAL OFFICER**                      **DATE**

# INSTRUCTIONS

## **THREE QUOTES:**

1. Three (3) Quotes are obtained and bottomline prices for like services are documented on the Informal Quote Form
2. Electronic Purchase Order is created in RAPS for the lowest quoted price
3. Copies of quotes are stapled to Informal Quote Form
4. Purchase Order number from RAPS is added to the Informal Quote Form (Field upper right-hand corner)
5. Completed Procurement Documentation Form is sent to the Business Office
6. The Chief Financial Officer matches the Purchase Order number on the Informal Quote Form to the Purchase Order number in RAPS and approves the procurement

## **EXCEPTION JUSTIFICATION**

1. Short description explaining why three (3) quotes could not be obtained, or why the lowest quotes was not chosen, is added to the "EXCEPTION" field on the Informal Quote Form
2. Electronic Purchase Order is created in RAPS for the chosen vendor
3. Purchase Order number from RAPS is added to the Informal Quote Form
4. Informal Quote Form is sent to the Chief Financial Officer
5. Chief Financial Officer evaluates Exception Justification
6. If approved, Procurement Documentation Form is matched the Purchase Order Number in RAPS and the Purchase Order is issued.

**IMPORTANT:** *Ordering materials and services prior to issuance of a Purchase Order is a violation of College Policy and places the vendor's payment at risk. Exceptions to this policy are for purchases required to protect Health, Safety, or Sanitation. Procurement documentation must occur after-the-fact in these instances*

## **Common Exemption Justifications:**

1. Goods or services are available from only one source. Per ORS 279B.075, determination of a sole source must be based on written findings that may include;
  - a. Efficient utilization of existing goods requires the acquisition of compatible goods or services;
  - b. Goods or services required for the exchange of software or data with other public or private agencies are available from only one source
  - c. Good or services are for use in a pilot or an experimental project
  - d. Other finding that support the conclusion that the goods or service are available from only one source (attach documentation)
2. Goods or Services are available through competitively bid State contract (Provide State Contract Number)
3. Good faith effort has been made to obtain three (3) quotes with less than three-vendors responding (Documentation of effort required)