

Contract #:

Small Purchase Checklist And Approval

Date:

(For use on small purchases over \$9,999)

Project Number:

Project Title:

Vendor Selected:

\$ Amount:

Construction Contracts Under \$100,000 — Architect and Engineer Contracts Under \$25,000		
Director Selection Letter (If applicable)	Notice of Intent Letter	CE Backup/Fee (If applicable)
Certifications (If over \$50K)	Political Contributions (If over \$50K)	A/E Appendix A/B (If applicable)
PCOI (If applicable)	Bonds/Insurance (If applicable)	BEP/VBE Registration (If applicable)
Standard Terms and Conditions	Contract Documents	Request For Quotes

Indicate whether the vendor selected (if applicable) is:

IL Small Business

BEP Certified

Veteran Certified

If Vendor Selected is BEP or VBE certified, Select One:

No work related to this contract will be subcontracted to a lower tier non MBE/WBE/PBE/VBE firm.	
\$	of this contract will be subcontracted to a lower tier non MBE/WBE/PBE/VBE firm.

Brief Description and Scope of Work (Include information on any related procurements, and list any other vendors/trades that will be involved):

List all other firms contacted, their quotes, and whether they are certified IL Small Business, BEP Certified, or Veteran Certified: If less than three vendors were contacted provide a detailed explanation why. If firm selected has been selected this calendar year provide justification for repeat selection.

CDB Signature:

Title:

Date:

SPO's Reasons for Contract Award Decision per 30 ILCS 500/20-155(c):

The SPO sets forth the reasoning for the contract award decision by checking the appropriate box below.

Review of pertinent information presented by CDB, and as summarized on this Small Purchase Checklist and Approval form, discloses no impediments, and warrants the approval of the contract action. (PSA/Contracts)

Other (Description Here):

CPO/SPO Comments:

CPO/SPO Signature:

CPO #:

Date:

APPROVED