



Benton County School District

Dr. Regina Biggers, Superintendent

231 Court Street - Ashland, MS 38603

Phone: (662) 224-6252 Fax: (662) 224-3607

www.benton.k12.ms.us

Purchase-Procurement Checklist

2 quotes Required for \$5,001 - \$75,000 for Commodities

\$10,001 - \$250,000 for Services

Vendor Name: _____

Fund Code(s): _____

- Verify SAM.gov
- Quote # _____ Price: \$ _____
- Requisition # _____ Date: _____
- Principal/Supervisor Approval
- Documents Uploaded
- Federal Program Director **Approval**
- Purchase Order # _____ Date: _____
- Order Received Date: _____
- A packing slip or PO checked, dated, and signed (if available)
- Invoice # _____ Date: _____
- Email Accounts Payable Date: _____
- Entered into Accounting System for Payment

If needed:

- Contract (Finley)
- Vendor Rubric (Finley)
- If Services-Assurance that Contract was fulfilled (Service Reports)

Check Date: _____	Check Number: _____
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(Created April 28, 2022) (Revised June 29, 2023)



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Activity Dates: _____	Benton County School District Federal Programs Department	Please select the funding source:
Date Requested: _____	GOODS/SERVICES Requisition Request Form (Revised 5/18/2023)	Title I <input type="checkbox"/> Title V <input type="checkbox"/> Title IV <input type="checkbox"/> SIG <input type="checkbox"/> ESSER I <input type="checkbox"/> ESSER II <input type="checkbox"/> ARP <input type="checkbox"/> Other _____

Participant Information:

Name: _____ Email: @benton.k12.ms.us
School: _____ Position: _____
Location of Activity: _____
Targeted Audience: _____

Vendor's Name: _____ Vendor's Ph#: _____
Vendor's Address: _____ Vendor's Fax #: _____

Vendor's Website: _____

Vendor's Contact and Email: egitablelearningmatters@gmail.com

*****FOR FEDERAL PROGRAMS PURCHASES OF \$5000 OR GREATER: YOU MUST include SIGNED AND DATED copies of QUOTES from 2 vendors used to determine that the selected items were at a reasonable cost.**

Check the appropriate funding category.

- | | | |
|--|--|--|
| <input type="checkbox"/> Pre-kindergarten instructional | <input type="checkbox"/> Parental Involvement | <input type="checkbox"/> High School Instructional |
| <input type="checkbox"/> Kindergarten instructional | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Health and Wellness |
| <input type="checkbox"/> Elementary school Instructional | <input type="checkbox"/> Middle School Instructional | |

Does the school or district really need this item/service? YES NO
Is the expense targeted to a valid programmatic administrative need? YES NO
Is this the minimum amount we need to spend to meet our needs? YES NO
Do we have the capacity to use what we are purchasing? YES NO
If we were asked to defend this purchase, would we be able to? YES NO
Did we pay a fair rate? YES NO

Principal/Coordinator Signature: _____ Date: _____

Federal Programs Director: _____ Date: _____



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Vendor Rubric

Federal Purchases

Required for \$5,001 - \$75,000 for Commodities

\$10,001 - \$250,000 for Services

All vendors must be checked on System for Award Management (SAM)

<https://www.sam.gov/portal/SAM/#1> to ensure the vendor has not been suspended or debarred. There can be no conflict of interest by the district authority approving vendor selection.

Vendor 1 Name	Selection Criteria	Vendor 2 Name
	Cost is less than other quotes received (25)	
	Years in business (10)	
	Ability to supply services required for the complete solution (15)	
	Testimonials or references, previous successful experience with the district (20)	
	The substantial range of services or products (10)	
	Appropriate supply of internal experts that can meet the district's needs (20)	
	Total Score for Vendor	

Less than 60 points, consider getting additional quotes. The vendor with the highest points should be selected.