<table>
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**File
Documentation For
Transactions
Valued Under $20,000.00
All Types and Categories**

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</table>

Purchase Document No: _____

Product Description: _____

Buyer: _____

Order of appearance:				
Item	**Post Award and/or Closeout Activities**	**Applicable**	**N/A**	**In File**
1.	General Correspondence:			
2.	Payment History			
3.	Stock Received Report			
4.	Stock Returned Report, as applicable			
5.	Supplier Performance Report • Delivery/Acceptance Documentation			
Item	**Purchase Document**	**Applicable**	**N/A**	**In File**
6.	Purchasing Authority Purchase Order/FI$Cal PO: ☐ STD.65 ☐ STD.213 for IT Goods/Services ☐ STD.215			
	• Amendments to executed purchase documents will be filed in sequential order with the most current amendment on top.			
	• IT contract language models as applicable to the purchase.			
7.	Payee Data Record (STD.204)			
8.	Sellers Permit, as applicable to the purchase of a tangible product			
9.	Recycled-Contract certification, if applicable			
10.	SB/MB/DVBE database certification verification document			
11.	Bidder Declaration			
12.	Darfur Contracting Act certification			
Item	**Solicitation Documentation** **(If award is based on Fair and Reasonable Pricing proceed to #12)**	**Applicable**	**N/A**	**In File**
13.	☐ Solicitation Method: Competition (RFQ) ☐ Verbal ☐ Written			
	☐ Leveraged Procurement Agreement ☐ CMAS ☐ SPS ☐ SLP ☐ SC ☐ MA			

	☐ Exempt by Statute or Policy
	  Exemption based upon: _____
	
	  _____
	
	  _____
	
	  _____			

Item	Selection and Award	Applicable	N/A	In File
14.	**Note: Selection and award on transactions valued under $10,000.00 is determined by the procurement approach used.**			
	a) If a competitive solicitation (RFQ) is conducted, then evaluation and award is based upon: ☐ Lowest net cost meeting all other bid specifications			
	b) If an LPA RFO is conducted, the assessment and selection of multiple offers is based upon: ☐ Best value criteria as determined by the department. Identify the best value criteria used: _____ _____ _____			
	c) If the selection and award is based upon: ☐ Fair and Reasonable Pricing Selection was determined by: ☐ Obtaining price quotes – documentation must be attached. ☐ Established catalog/market pricing – Documentation must be attached. ☐ Prices set by law or regulation – Identify the specifics. Justification: _____ _____ _____ _____ ☐ Historical comparison – Identify the specifics. Justification: _____ _____ _____ ☐ Cost/benefit Analysis – Documentation must be attached.			

Item	Procurement Evaluation Summary Documentation	Applicable	N/A	In File
15.	<u>Procurement Summary Report</u> - using the suggested form or by similar document to summarize the procurement activity leading up to the award.			
Item	**Pre-Procurement Requirements and/or Approvals**	**Applicable**	**N/A**	**In File**
16.	<u>Pre-Approval Requirements</u>			
	• Transaction is exempt by statute, as applicable. If purchase if made under this justification, the procurement file must include a statement identifying how the transactions is exempt.			
	• Transaction is exempt by DGS policy, as applicable. If purchase if made under this justification, the procurement file must include a statement identifying how the transactions is exempt.			
	<u>Pre-Approval Documentation:</u>			
	• <u>Non-IT specific:</u>			
	o Fleet Acquisition Plan (OFAM stamp of approval)			
	o Prison Industry Authority Waiver			
	• <u>IT specific:</u>			
	o Certification of Compliance with IT Policies (SIMM 71B)			
	o Telecommunications, as applicable per CDT policies, and SAM Section 4545			
	• Surplus Property, as applicable			
	• Finance Approval, as applicable, if purchasing used equipment			
	• Statewide Contracts Exemption Request, as applicable			
	• DVBE Participation Waiver signed by Department Director or designee, as applicable.			
Item	**User Request and General Documentation:**	**Applicable**	**N/A**	**In File**
17.	<u>Department Requisition</u>			
	• Provides customer details in terms of quantities, description, specifications, technical requirements, funding and signature approvals.			