

Procurement Review

Item:

Budget Line Item:

|  |  |  |  |
| --- | --- | --- | --- |
| Category | Yes | No | Notes |
| Conforms to Budget?  |  |  | Note Budget balance |
| Reasonable |  |  | Note reasonableness check |
| Exceeds $5,000 but less than $10,000? |  |  | Micropurchase documentation |
| Exceeds $10,000? |  |  | Two quotes |
| Single Source? |  |  | Cite specifics (hotel does not allow alternate vendors, etc.) |

Reviewed By: