



West Virginia Division of Economic Development (WVDED)

CDBG, CDBG-CV, CDBG-MIT, RHP

SMALL PURCHASE PROCUREMENT CHECKLIST

PURCHASES BETWEEN \$15,000 to \$349,999.99

(NON-CONSTRUCTION)

Subrecipient:		Project #:	
Project Name:			
Procured Service:		Selected Candidate:	
Prepared By:		Date:	
<i>Submission of this checklist to WVDED is not necessary; however, the subrecipient is required to complete and save this checklist and all required documents listed below in the project file.</i>			

Required Document:		Preparer Initials and Date:
1.	Contract	
2.	Invoice	
3.	3+ Price/Rate Quotations*	
a.	Bid/Quotation #1	
b.	Bid/Quotation #2	
c.	Bid/Quotation #3	
4.	Summary of bids, showing lowest quote was accepted	
5.	Non-Conflict of Interest Form	

**If more than 3 bids/quotations are obtained, please attach additional bids/quotes to checklist. Each Bid/Quotation must include documentation that addresses the following:*

- *When did the Subrecipient call?*
- *What product/specifications did the Subrecipient inquire about?*
- *What businesses/vendors did the subrecipient call?*
- *What was the answer or response received from each business/vendor?*

Typed Name and Title of Preparer

Signature of Preparer

Date