

Procurement Worksheet

To ensure that all procurements meet policy requirements and are completed in a timely manner, departments wishing to submit a request for procurement must first complete this form and email it to showes@gratiotmi.com. Please reference policy #216, Category #200 as a guide.

Name/Department

Today's Date

Description of service or project being requested

Please provide a very rough estimate/guess of project costs so that we may determine which procurement process is required.

Under \$2500

\$2500-\$10,000

\$10,001-\$24,999

Over \$25,000

Project preferred completion date: _____

To whom should questions about the project be directed?

Name, contact information (phone, email)

Internal:

Date Received: _____ Confirmed Date/Time on Calendar: _____

Assigned to: _____

For internal use only.