

**MILLARD COUNTY PURCHASING WORKSHEET**  
for purchases of \$15,000 to \$75,000

M.C. Policies & Procedures  
Section XXI

Departments under the supervision of an elected official need approval from the elected official prior to purchase.

Purchases from a single-source provider are required to be documented on this form and authorized in Section 4.

**Section 1: Specifications of Item(s) to be Purchased**

\_\_\_\_\_  
Name of person completing this form

\_\_\_\_\_  
Budget/Account #

**Section 2: Telephone Bids and Vendor Information (3 required)**

*\*Please indicate the date that the bid price is good through.*

Awarded

\_\_\_\_\_  
Vendor Name Phone # \*Date \$ Bid

Comments

Awarded

\_\_\_\_\_  
Vendor Name Phone # \*Date \$ Bid

Comments

Awarded

\_\_\_\_\_  
Vendor Name Phone # \*Date \$ Bid

Comments

**Section 3: State Contract Purchase (if applicable)**

*Purchases made through the cooperative purchasing contracts administered by the Utah State Division of Purchasing do not require three telephone bids, but are required to be documented.*

Awarded

\_\_\_\_\_  
Vendor Name Phone # \*Date \$ Bid

**Section 4: Authorization**

*In compliance with Millard County Policies & Procedures, Section XXI, Article 3, Item 2; payment of the invoice will not be processed until this form is completed and signed by the appropriate elected official and received by the County Auditor's Office.*

\_\_\_\_\_  
Signature of Elected Official

\_\_\_\_\_  
Date