

MILLARD COUNTY PURCHASING WORKSHEET
for purchases of \$75,000 above AND under State Contract

M.C. Policies & Procedures
Section XXI

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

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

Name of person completing this form

Budget/Account #

Section 2: State Contract Purchase

Purchases made through the cooperative purchasing contracts administered by the Utah State Division of Purchasing do not require sealed bids, but are required to be documented and authorized on this form. ALL contracts will be verified prior to payment.

Contract Number

Vendor Name

Phone #

Date

\$ Amount

Section 3: Authorization

In compliance with Millard County Policies & Procedures, Ordinance No.21-01-05, paragraph VI, payment of the invoice will not be processed until this form is completed and signed by the appropriate elected official and verified by the County Auditor's Office.

Signature of Elected Official

Date

*M.C. Auditor's Office
Purchasing - updated 11/2022*