

**ESSEX COUNTY PURCHASING**  
**REQUEST FOR PURCHASE ORDER FOR GOODS**

PURCHASE ORDER # \_\_\_\_\_

DATE: \_\_\_\_\_ SHIP/BILL TO: \_\_\_\_\_

VENDOR: \_\_\_\_\_ VENDOR # \_\_\_\_\_

DEPARTMENT BUDGET UNIT # \_\_\_\_\_ ACCT # \_\_\_\_\_ TASK # \_\_\_\_\_

COMMODITY #: \_\_\_\_\_ MWBE REQUIREMENTS: Y / N

FUNDING SOURCE (Grant, State Aid, Federal Aid, County, Bond) \_\_\_\_\_

**PLEASE ATTACH ADDITIONAL PURCHASING REQUIREMENTS PER FUNDING Source (if applicable)**

MANUAL PURCHASE ORDER: Y / N

CONFIRMING: Y / N

QTY	ITEM #	DESCRIPTION	UNIT COST	TOTAL
		TOTAL		

\_\_\_\_\_ **PLEASE CHECK IF DOCUMENTATION FOR QUOTES WAS OBTAINED**  
**(complete bottom of page 2 & attach quotes)**

\_\_\_\_\_  
 DEPARTMENT HEAD SIGNATURE

\_\_\_\_\_  
 PURCHASING AGENT SIGNATURE

Please use only one form per vendor

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\*\*\*\*\* BELOW TO BE COMPLETED BY THE PURCHASING DEPARTMENT \*\*\*\*\*

**Determination of whether a purchase is subject to competitive bidding  
as per Section 3 of the 2015 Essex County Purchasing Policy**

Commodity # \_\_\_\_\_ Subject to bidding? Y / N

Aggregate amount of purchases of the same commodities, services or technology within twelve month period from today's date. \_\_\_\_\_

Purchasing Procedure:

1. Try to make any and all purchases from a preferred source (NYSID, Corcraft, or NYSPSP). Here's a link to the contact info for those sources:  
<http://www.ogs.state.ny.us/procurecounc/pdfdoc/pslist.pdf>
2. Next, find out if your items are available through State Contract.
3. If none of these are available then determine the method of purchase by referring to the 2015 Purchasing Policy monetary thresholds. Check the method used to procure based on annual aggregates:  
 \$0-\$5,000.00 – At least one quotation.  
 \$5,000.01-\$10,000.00 – Three documented quotes.  
 \$10,000.01 - \$20,000.00 – Three written, faxed, or e-mailed quotes.  
 Over \$20,000.00 – Formal sealed bids in conformance with GML Section 103.

Explanation if a particular commodity is subject to bidding but after careful consideration was determined that bidding or purchasing on state contract, preferred source or another means wasn't in the best interest of the County:

Doesn't make financial sense i.e. cost of advertising. This includes individual purchases less than \$500.00.

The cost savings is material. (For instance in excess of 15%)

Other Reason:

**Documentation for Quotes**

Vendor	Amount