



Rockingham County Proof of Procurement

Department: _____

Date: _____

Short Description of Purchase: _____

Type of Procurement – Please check only one.

3 Quotes (\$5,000.01 - \$80,000)
Attach the 3 quotes and list them at the bottom of this form

Emergency (*Include Emergency Documentation*)
Attach Emergency Documentation Form

RFP/IFB (Greater than \$80,000)
Contract # _____
Ensure Finance has a copy of the RFP/ITB and contract
and the contract has not expired.

Sole Source (*Include Sole Source Documentation*)
Attach Sole Source Documentation Form
Attach Vendor Letter Verifying Sole Source

Cooperative Procurement
Contract # _____
Attach a copy of the Cooperative Contract, any extension
proving the contract has not expired, Original RFP/ITB (only
the page that has Cooperative language), the quote, and the
pricing list (must be able to tie to the quote).

Continuation of a Prior Year Purchase Order
Purchase Order # _____

Vendor Information

Vendor 1 – Vendor Chosen to Provide the Requested Goods or Services

Name: _____ Quote: \$ _____

Vendor 2

Name: _____ Quote: \$ _____

Vendor 3

Name: _____ Quote: \$ _____

Additional Notes/GL Coding:

