

# COURT PURCHASING DOCUMENT CHECKLIST

## Contract/PO > \$1,000 < \$5,000

YES NO

☐ ☐

Initials

Is this being purchased from a State Cooperative Contract or Agency Contract? \_\_\_\_\_  
or is the procurement a **\*Small Purchase?**

If yes, proceed with purchase (work with AOC Purchasing if PO needed) and stop filling out this form

*\*Small purchases are any order \$1000.<sup>00</sup> or less, or \$5000.<sup>00</sup> or less Total if all items in the order are under \$1000.<sup>00</sup> each that are not on contract.*

### **If not a Small Purchase or not on Contract:**

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Are 2 or more quotes attached?  
(telephone or written) \_\_\_\_\_

**OR**

☐ ☐

(ACWESP) Award of Contract Without Engaging in Standard Procurement Form with quote or Scope of Work attached? \_\_\_\_\_

## Contract/PO > \$5,000

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If yes, send approved quote to AOC Purchasing for a PO & stop filling out this form

Is this being purchased from a State Cooperative Contract or Agency Contract? \_\_\_\_\_

### **If not on Contract:**

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Written request/specs submitted by Dept purchasing goods/services to AOC Purchasing? \_\_\_\_\_

☐ ☐

Quotes already received submitted? \_\_\_\_\_

**OR**

☐ ☐

(ACWESP) Award of Contract Without Engaging in Standard Procurement Form with quote or Scope of Work attached? \_\_\_\_\_

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Contract or PO (with quotes or ACWESP sent to State Finance/FINET for recording?  
*(AOC Purchasing fills this out)* \_\_\_\_\_