

Worksheet for Small Purchases
(\$1,000 - \$25,000)

U.S. Department of Labor

Office of Small and Disadvantaged
Business Utilization



| | | | | | | | |
|--|---|----------------------|---------------------|-----------------------|--|------------------|--|
| 1. Requisition Number | | 2. Effective Date | | 3. Order Number | | 4. Date Received | |
| 5. Competitive <input type="checkbox"/> | 6. Noncompetitive <input type="checkbox"/> | *7. Transaction Type | 8. Size SB or LB | 9. Class FSS or OM | 10. Quotes Oral <input type="checkbox"/> Written <input type="checkbox"/> | 11. Publicized | |

12. Vendor Solicited

| | Telephone Number | Date of Quote | Delivery Offer | FOB Point |
|-----------|------------------|---------------|----------------|-----------|
| Vendor 1. | | | | |
| Vendor 2. | | | | |
| Vendor 3. | | | | |

| Quantity | Description | Vendor 1. | | Vendor 2. | | Vendor 3. | |
|----------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|
| | | Unit Price | Total Amount | Unit Price | Total Amount | Unit Price | Total Amount |
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| | | | | | | | |
| | | Total Amount | | Total Amount | | Total Amount | |

13. Reason for Soliciting Only One Source

(Specify)

14. Basis for Price Reasonableness

(Specify)

15. Other Factors Affecting Source (FSS, Etc.)

(Specify)

*Transaction Type: SBSA, MB, WOB, LSA-S, LS, 8(a), IAA, NP, Other