

Procurement Documentation for Small Purchase Comparison Shopping: **Sponsors of Family Day Care Homes & Unaffiliated Centers**

Institution: \_\_\_\_\_ Sponsor ID Number: \_\_\_\_\_ Date: \_\_\_\_\_

Item	Unit	Number of Units Per year	Vendor #1		Vendor #2		Vendor #3		Reason for Selection if not Lowest Price
			Unit Price	Number of Units Times the Price	Unit Price	Number of Units Times the Price	Unit Price	Number of Units Times the Price	
			Unit Price	Number of Units Times the Price	Unit Price	Number of Units Times the Price	Unit Price	Number of Units Times the Price	
<b>Notes</b>									
<b>Disclosure</b>									
<b>Vendor Selected</b>			[ ]		[ ]		[ ]		
			Unit Price	Number of Units Times the Price	Unit Price	Number of Units Times the Price	Unit Price	Number of Units Times the Price	
<b>Notes</b>									
<b>Disclosure</b>									
<b>Vendor Selected</b>			[ ]		[ ]		[ ]		
			Unit Price	Number of Units Times the Price	Unit Price	Number of Units Times the Price	Unit Price	Number of Units Times the Price	
<b>Notes</b>									
<b>Disclosure</b>									
<b>Vendor Selected</b>			[ ]		[ ]		[ ]		

Signature of Person Completing this form: \_\_\_\_\_