NCRPC HLS Project File Required Documentation Checklist

Region: NE SE NC SC NW SW FY _____

Project: _____

Procurement Method Used:

_____ < $5,000 (quotes only)
_____ $5,000 to $25,000 (sealed bids; 10 days Public notice)
_____ ≥ $25,000 (sealed bids; 10 days Kansas Register)
_____ ≥ $50,000 (sealed bids; 10 business days Kansas Register)
_____ Request for Proposals / Qualifications
_____ Sole Source
_____ State Contract

Vendors Notified: _____
_____
_____
_____

Publication:

_____ Public Notice Board _____
_____ Kansas Register _____

Vendors Responding: _____
_____
_____
_____

Bid/Quote Opening Date: _____

Awarded Vendor: _____

Purchase # / Contract Issued: _____ Date Issued: _____

Posted on Accounting Sheets: _____

Date of Invoice: _____

Date of Check: _____

Date Transfer of Property Agreement Done: _____