

**TOWN OF HANNIBAL  
Procurement Policy Form  
PURCHASES**

1. Describe item(s) or services:

2. Will cost for the current fiscal year be less than \$10,000 (purchases) or \$20,000 (public works contract)? Yes [ ] No [ ]  
If no, competitive bidding is required.

3. Have other departments' needs been considered in determining the estimated total needs for current fiscal year?

4. Use for purchases only.

a. Less than \$10,000 but greater than \$5,000

List at least 3 vendors and amount of quotes:

Vendor Name	Quantity	Price
1. _____		
2. _____		
3. _____		

**Written or fax quotes must be attached.**

b. Less than \$5,000 but greater than \$3,000:

List at least 2 vendors and amount of quotes:

Vendor Name	Quantity	Price
1. _____		
2. _____		

If written quotes, attach.

5. Was lowest quote accepted: Yes [ ] No [ ]

If no, provide a written explanation of reasons for accepting higher quote (must be in the best interest of the Town of Hannibal).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature