

CHAPTER 22

PURCHASING FORMS

22-1 GENERAL

The following is a list of Forms prescribed by these procedures with references to the procedural explanations for use of the forms:

FORM	USED BY	REFERENCE
Sole Source Justification	District-Wide	Chapter 8, PBSD 1625*
Consultant Agreement	District-Wide	Chapter 13, PBSD 1420*
Amendment to Consultant/Service Provider Memorandum of Agreement	District-Wide	Chapter 13, PBSD 1843*
Beneficial Interest and Disclosure of Ownership Affidavit	District-Wide	Chapter 13, PBSD 1997*
Consultant Evaluation Form	District-Wide	Chapter 13, PBSD 2075 (available as page 7 of PBSD 1420)
Request for Approval by Legal Services	District-Wide	Chapter 13, PBSD 1733*
Statement on the Collection, Use, or Release of Social Security Numbers of Employees and Others	District-Wide	Chapter 13, PBSD 2272*
School Police Background Information Check	District-Wide	Chapter 13, PBSD 1456*
RFP Evaluation Memorandum	District-Wide	Chapter 16
Vendor Performance Report	District-Wide	Chapter 19, PBSD 1720*
Special Delivery Request	District-Wide	Chapter 23, PBSD 1773*
Postage Statement – Nonprofit Standard Mail	District-Wide	Chapter 23, USPS 3602-NZ
Purchasing Card Application	District-Wide	Chapter 24, PBSD 2076**
Remittance Transmittal Form	District-Wide	Chapter 24, PBSD 0150*
Purchasing Card End-of-Cycle Checklist	District-Wide	Chapter 24, PBSD 2095*
Missing Receipt Form	District-Wide	Chapter 24, PBSD 2094*

*Forms can be downloaded from the District's Web page.

**Available through District eForms Desktop tile on District Portal