

ADDENDUM C: CRCNA Purchasing Information

CRCNA PURCHASING INFORMATION

Please use ink and print legibly

Subcommittee - Retain one copy; attach one copy to each Expenditure Voucher form submitted.

Information provided here is related to an Expenditure Voucher submitted in the amount shown and to the payee noted:

Date: _____ \$: _____ Payee: _____

Formal, written competitive bidding is not required for purchase of a single item or service estimated at \$250 or less or for a group of two or more similar or similar purpose items, the total cost of which is estimated at \$500 or less. In such instances, three comparative price quotes will be sufficient (telephone quotes are acceptable). The Subcommittee must maintain a written record of all such quotes including the potential vendors' names, locations, telephone numbers and, where practical, contact persons, as well as the list of items to be purchased and the quoted prices.

Persons involved in purchasing of any sort are cautioned to avoid conflict of interest and the appearance of such conflict of interest. Questions of applicability and appropriateness should be directed to the Administrative Committee.

Emergency purchases by cash: Approval by at least one member of the Administrative Committee is required in order to purchase any services or materials from cash received at an event. Approved expenditures must be reported on an Expenditure Voucher, with detailed receipts attached.

Purchases that exceed the limits above (\$250.01+ or \$500.01+) are subject to competitive bidding. At least three written bids are required in response to written bid specifications for the products or services to be provided, resulting in a written contract. A "No Bid," which is signed, dated and submitted by a legitimate potential vendor may count as one of the three bids. All bids received must be kept in the Subcommittee's files and must be forwarded to the CRCNA archives at the end of CRCNA.

CRCNA IS NOT TAX EXEMPT: but does have a Colorado Resale Sales Tax Exemption License. Sales tax should not be paid on items that are to be resold. **CRCNA's Resale Sales Tax Exempt number is 27-41880-0000.** For those vendors who may require it, the **CNAC dba CRCNA FEIN is 27-2105051.**

This Expenditure Voucher is the result of: _____ Comparative Price Quotes

_____ Competitive Written Bids

NOTE: Reimbursements are subject to the policies and procedures above. Bids or quotes were received from the following in the amounts indicated:

_____ \$ _____
_____ \$ _____
_____ \$ _____

(If more than three received, continue list on reverse)

Is this purchase from the lowest bidder?
If not, why not?