



Alvin Independent School District

Date: _____

To: _____

From: _____

Letter Requesting One Time
Micro Purchase Outside Bid
Category

I would like to request a One Time Micro Purchase Outside Bid Category for the

Purchase of _____

We would like to use federal funds for this purchase.

*This item or items are needed
for* _____

The anticipated expenditure for the purchase is _____ *+ shipping
cost* _____ *=* _____ *total of PO.*

_____(initial) *I have contacted our approved vendors and none were able to provide this
product.*

Provide reason for purchase from this vendor: _____

The Vendor Name _____ *Phone* _____
Representative _____ *Fax* _____
Email _____

Attached is a copy of *EDGAR compliance form,* *Vendor Quote,* *W-9*
(Please check boxes)

(Please check one) Fund: <input type="checkbox"/> Title I <input type="checkbox"/> Title II <input type="checkbox"/> Title IV <input type="checkbox"/> Comp Ed	Goal____ Objective____ Strategy____
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Thank you,

Budget Manager Signature _____

Secretary _____ *School* _____
Phone ext. _____