TOWN OF PENDLETON
2026 APPROVED PURCHASING WORKSHEET

EMPLOYEE: ....   **DATE**: ....

ITEM: ....

REASON FOR PURCHASE: ....

....

....

FUND VERIFICATION: ....   **AS OF:** ....

GUIDELINES: *(Check one that applies)*

- ☐ **Non-Public Works:** Greater than or equal to $20,000 *or* **Public Works:** Greater than or equal to $35,000. Written Specifications, advertising & sealed bids received by Town Clerk through RFP process. Advertisement and acceptance of bids approved by resolution of the Town Board.

- ☐ **Non-Public Works:** $5,000 to $19,999 *or* **Public Works:** $5,000 to $34,999. Include documentation of three (3) written quotes and details of the expenditure. Town Board approval by resolution.

- ☐ **Non-Public Works:** $2,000 to $4,999 *or* **Public Works:** $2,000 to $4,999. Include documentation of three (3) oral, written, or emailed quotes and details of the expenditure. Department Head Approval.

- ☐ **Non-Public Works and Public Works: Expenditures less than $2,000** Approval at the discretion of the Department Leader. Record details of the expenditure. Department Head approval.

LIST VENDOR, MODEL, PRICE BELOW

1. ....

2. ....

3. ....

If lowest quoted price is not awarded, please detail reason: ....

....

....

Reasons for non-solicitation: *(Check one that applies)*

☐ Acquisition of professional services; ☐ emergencies; ☐ sole source situations; ☐ goods purchased from agencies for the blind or severely handicapped; ☐ goods purchased from correctional facilities; ☐ goods purchased from another governmental agency; ☐ goods purchased at auction; ☐ goods purchased under NY State Contract; ☐ original equipment replacement parts/service

Signature Page

Department Leaders are to sign and date all purchasing worksheets below. For purchases conforming to the Town of Pendleton Procurement Policy which require signatures from members of the Town Board, please sign and date below also.

Department Head Signature

_____
Printed Name

_____   _____
Signature   Date

Town Board Signatures

_____
Printed Name

_____   _____
Signature   Date

_____
Printed Name

_____   _____
Signature   Date

_____
Printed Name

_____   _____
Signature   Date