

**Procurement Packet Checklist-GOODS**

Vendor Name: \_\_\_\_\_

- Requisition
- Quotes
- Sam.gov
- Purchase Order # \_\_\_\_\_
- General Ledger Code: \_\_\_\_\_
- Principal/Superintendent Approval
- Federal Programs Director Approval
- Receiving Report/Initial
- Invoice
- Entered into Accounting System (Marathon) for payment

If needed:

- Contract (Stubblefield)
- Vendor Rubric (Stubblefield)
- If Services – Assurance that contract was fulfilled (Service Reports)

Check Date: _____	Check Number: _____
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