



## TOWN OF CARLISLE

### PROCUREMENT COMPLIANCE CHECKLIST

Department or Board: \_\_\_\_\_

Description of Need: \_\_\_\_\_

Based on the description of need, please mark which section of law applies to your situation. Please attach all documentation necessary to demonstrate compliance with any item marked (form, quote, memo, contract, agreement, etc.). This form must be completed prior to your purchase and should accompany the invoice submitted to the Town Accountant.

\_\_\_\_\_ MGL c30B Uniform Procurement Act

- \_\_\_\_\_ Supplies or services valued between \$10,000 and \$49,999
- \_\_\_\_\_ Supplies or services valued over \$50,000
- \_\_\_\_\_ Sole Source
- \_\_\_\_\_ Emergency
- \_\_\_\_\_ Disposal of surplus supplies valued over \$10,000
- \_\_\_\_\_ Real property valued over \$50,000 (acquisition/disposal)
- \_\_\_\_\_ Public works construction estimated \$10,000 to \$50,000

\_\_\_\_\_ MGL c7 Design Contracts for Public Building Projects

\_\_\_\_\_ MGL c149 Construction Bid Laws

- \_\_\_\_\_ Less than \$10,000
- \_\_\_\_\_ \$10,000 to \$50,000
- \_\_\_\_\_ \$25,000 to \$100,000
- \_\_\_\_\_ Over \$100,000

\_\_\_\_\_ MGL c30 ss39M Public Works Construction

\_\_\_\_\_ Estimated cost more than \$10,000

\_\_\_\_\_ Procurement is satisfied via Statewide Contract procured by OSD

\_\_\_\_\_ Procurement is satisfied via Collective Purchasing Agreement

\_\_\_\_\_  
Signature of Department Head/Board

\_\_\_\_\_  
Signature of Chief Procurement Officer