

PROCUREMENT TRACKING FORM

Here is an example of a tracking form to track solicitation documents sent out to vendors that requested or received it, submitted an offer, and track vendors that declined to respond to the solicitation.

School Name:				
Procurement Title/Number:				
Date solicitations document was issued:				
Date awarded contact will begin:				
Name of vendor:				
Address:				
Vendor Contact Person:				
Phone Number:				
Email:				
Date solicitation document was sent:				
Attended Pre-Bid Conference (Required?)(Yes/No):				
Due Date for Submission of Offers:				
Date offer was received:				
Date solicitation document was declined:				
Reason for Declination:				
Evaluation Results:				
Contract Awarded to:				
Date contract was awarded:				
Date offerors were sent notices of non-award and award:				
Additional Notes:				
Additional procurement and contract records are on file and available upon request. Recordkeeping requirements; Retention of all required records for three years after school makes final payments and all other pending matters are closed.				