

**Cheatham County School District**

**Checklist for  
Purchases from State and Local Contracts**

**The following documentation is required when making purchases from State or Local Contracts:**

<b>Document</b>	<b>State Contract</b>	<b>LEA or Local Contract</b>	<b>Check if Attached</b>
Request for Bid or Proposal	Required	Required	
Vendor's Bid or Proposal submitted in Response to the Request, including Cost Proposal and Certifications	Required	Required	
Signed Contract	Required	Required	
Written Permission to purchase from the Contract	Required (can be language in RFP/Contract)	Required	
Current certificate of Insurance, Business License, or other required compliance documents that expired since the proposal was submitted	Required, where applicable	Required, where applicable	

**Requestor should indicate the location within the attached documents for the following:**

<b>Required Information</b>	<b>Location of this Information</b>
Contract Start Date and End Date	
Contract Price for each item being ordered	
Bid Specifications in the State/Local Request for Bid: and Confirmation that Cheatham County Technical Specifications are the same	
Other:	
Other:	