



**DEPARTMENT OF EDUCATION
OFFICE OF SUPPLY MANAGEMENT**
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Judith T. Won Pat Ed.D.
Acting, Superintendent of Education

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Supply Management Administrator

RECORD OF PLANNING AND DETERMINATION OF NEED

1. Describe the need for the services or supplies to be procured:

2. Who determined the need for the services or supplies:

3. What is the funding source for this procurement:

4. Were the services or supplies requested and approved in a grant application/award: Y N

a. If yes, what grant application and year:

b. When do grant funds expire?

5. Is this procurement mandated by statute or regulation? Y N

a. If yes, cite: _____

6. For subscription, membership, registration and sole source **ONLY**.

1. How was the decision made to choose this supply/service?

2. Are there any other similar supplies/services that may be comparable to those selected?

3. Provide a description of the unique features that would restrict competition.

Print Name of Preparer

Title

Sign Name

Date

Contractual services only:

Judith T. Won Pat Ed.D. Acting, Superintendent of Education
Print Name Title

Sign Name

Date

Ref: 5 GCA §5249(e)