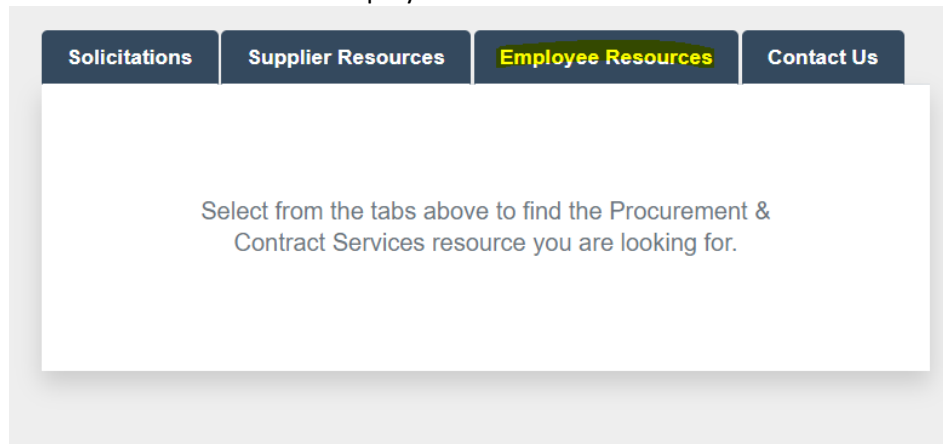


## Submitting a Procurement Determination Form

1. Navigate to <https://www.yc.edu/v6/procurement/>
2. Scroll down and select the Employee Resources tab.



3. Select the IGA/MOU Approval Form link.



4. This will bring you to the Dynamic Form to submit a Procurement Determination Form. You will be required to login to CAS, and your name will auto-populate into the form.



Procurement and  
Contract Services

### Procurement Determination Form

Requestor Name: *	<input type="text" value="Kelsey Ream"/>	Requestor Department: *	<input type="text"/>
Proposed Supplier: *	<input type="text"/>	Total Annual Cost: *	<input type="text"/>
Estimated Duration: *	<input type="text"/>		
Detailed Description of Proposed Purchase: *	<input type="text"/>		
	<small>(Item or service type, make, model, dimensions, other relevant descriptive information)</small>		
Steps Performed to Research Competitive Options: *	<input type="text"/>		
	<small>(Description of price, technical specifications, and/or unique services/functionality offered in comparison with other market options)</small>		
Description of Why the Proposed Purchase is in the Best Interests of YC: *	<input type="text"/>		
Attach any supporting documentation here, if applicable: *	<input type="button" value="Choose File"/> No file chosen <small>Files over 25 MB will not be accepted</small>	<input type="button" value="Choose File"/> No file chosen <small>Files over 25 MB will not be accepted</small>	<input type="button" value="Choose File"/> No file chosen <small>Files over 25 MB will not be accepted</small>
	<input type="text" value="(click to sign)"/>		
Requestor Signature: *	<input type="text"/>	Date: *	<input type="text"/>

5. You will only complete the top portion of the form included within the image above, including the following information:
- **Requestor Department:** Name of your department at the college
  - **Proposed Supplier:** Full legal name of the supplier
  - **Total Annual Cost:** Total cost of the proposed purchase, including all relevant fees and charges anticipated for the duration of the fiscal year in which the determination is being completed.
  - **Estimated Duration:** If the purchase is a one-time purchase of equipment or goods, you may enter "One-Time Purchase" in this field. If the purchase is for a subscription service, software, or another type of ongoing or multi-year service, describe the timeframe of the service in this field (X years, months, etc.)
  - **Detailed Description of Proposed Purchase:** Describe the purchase in detail, including make, model, dimensions, specifications, packages or services included, or other relevant descriptive information.
  - **Steps Performed to Research Competitive Options:** Describe the steps that you or other members of your department have taken to research competitive options for this purchase (other makes, models, or brands considered, etc.)
  - **Description of Why the Proposed Purchase is in the Best Interests of YC:** Include details regarding price, technical specifications, and/or other unique aspects of the purchase that make it impractical or impossible to obtain competitive quotes for the purchase
  - **Attach supporting documentation:** Attach relevant quote(s), research completed, or any other relevant information that will assist Procurement and approvers in reviewing the determination form.
6. Click on the Requestor Signature field to sign the form. A pop up will appear where you must type your **first and last name** into the corresponding boxes, as seen below. Once done, click on the Sign Electronically button.

**Sign electronically** ✕

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Kelsey

Ream

**Sign Electronically** If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

7. Once you have signed and all fields have been completed, click on the green Submit Form button at the bottom of the page. This will submit the form to Procurement staff, who will designate the appropriate approvers and begin routing the form for completion of approvals. You will be notified once the form has received all approvals.