OPRPM Form 155
(10/2013)

Construction Awards Reporting Information
(Procurements less than $25,000)

To: Office of Procurement and Real Property Management **Date:** _____

From: _____ _____
Name of Fiscal Administrator Signature

Method of Procurement: _____
(Small Purchase, Sole Source, Emergency, Exemption from 103D)

Contract/Purchase Order No.: _____

SPO Sole Source No. _____
(Required for Sole Source Purchases Only)

SPO Emergency Procurement No. _____
(Required for Emergency Procurements Only)

SPO Procurement Exemption No. _____
(Required for Exemptions from 103D Only)

Department: _____

Division: _____

Description of Construction: _____

Contact Name: _____

Contact Phone No. _____

Contact email: _____

Vendor Awarded: _____

Original Award Amount: _____

Notice of Award Date: _____

Start Date: _____

End Date: _____

Final Contract/P.O. Amount: _____

Other Comments: _____