



GALLUP-McKINLEY  
COUNTY SCHOOLS

**Gallup-McKinley County Schools  
Procurement Department  
Intake Form 2022**

**Request for Procurement Research / Competitive Solicitation**

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_ Department/Site: \_\_\_\_\_

GMCS Subject Matter Expert (if different from above): \_\_\_\_\_

Description of Items/Services Needed. (Attach specifications/scope of work if available):

Potential Vendor(s): \_\_\_\_\_

Need By Date: \_\_\_\_\_ Anticipated Cost: \_\_\_\_\_

Budget: \_\_\_\_\_ Account Code\*: \_\_\_\_\_

\*If code is unknown, list Fund Name (Operational, Federal, etc.)

Term Length:    One-time purchase    Multi-Year    Annual Contract    Other

Date(s) Available for Initial Meeting: \_\_\_\_\_

*Return this form to [kcrisler@gmcs.org](mailto:kcrisler@gmcs.org). A Procurement Buyer will be assigned to guide and provide advice on methods available to procure the goods or services needed. Be advised that some solicitation types require a minimum of 60 days to complete.*

**Internal**

Date Received:

Assigned to:

--	--

Email requests to [kcrisler@gmcs.org](mailto:kcrisler@gmcs.org)