

PREMIUM BLANK TEMPLATE / US PROCUREMENT TOOLKIT

Procurement Decision Memorandum

Preserve the rationale, tradeoffs, conditions, approvals, and next action behind a purchasing decision.

Prepared for		Prepared by	
Project / reference		Version	1.0
Review date		Decision owner	

These templates are practical starting points, not fixed engagement deliverables. Final documents, fields, evaluation criteria, and supporting records may vary based on the scope of work, task requirements, procurement category, stakeholders, available information, and applicable organizational, legal, or regulatory requirements. Use and adapt them with appropriate professional review.

How to use this template

- 01 Confirm the requirement and decision owner before completing fields.
- 02 Separate verified facts, assumptions, and unresolved items.
- 03 Retain evidence for material entries, scores, and conclusions.
- 04 Assign open actions and review under applicable organizational rules.

1. Decision requested

State exactly what authorization or direction is needed.

Decision	
Decision owner	
Required by	

2. Background and requirement

Summarize why the decision exists and what must be achieved.

Background	
Requirement	
Constraints	

3. Options considered

Include credible alternatives and the status quo.

Option	
Advantages	
Limitations	

4. Evaluation basis

Record the agreed decision criteria and evidence sources.

Criterion	
Evidence	
Weight or priority	

5. Commercial comparison

Summarize cost structure and material terms.

Price basis	
Total evaluated cost	
Terms	

6. Tradeoffs and risks

Make consequences and mitigations explicit.

Tradeoff	
Risk	
Mitigation	

7. Recommendation

Connect the proposed choice to the evidence.

Recommended option	
Rationale	
Conditions	

8. Authorization and decision record

Preserve approval, dissent, and follow-up.

Decision	
Approver	
Date	
Open item	

Final review and authorization

Decision / disposition	
Conditions	
Approved by	
Approval date	
Next action	