



Prepared by:

School:

Department/Organization:

District Quote Form

This worksheet can be used to document quotes between vendors for purchases between \$1,000-\$4,999. You may also just attach an email/website listing that shows the prices, including shipping if any, for identical items. For purchases over \$5,000 you would not use this form as all quotes received should be on company letterhead, if at all possible, or printed out from an email from the company with all pricing, model/item numbers and shipping costs included. **When getting comparative quotes from vendors, please make sure you are quoting the same items, quantities, etc. so we get a true price comparison. Also, please make sure this information is clearly indicated in the quotes.**

Vendor Name:

Vendor Phone #:

Contact Name:

Date of Quote:

Quote #1 - Required

Quote #2 - Required

Item	Description	Model/Part/ISBN	QTY	Unit Price	Extended Price	QTY	Unit Price	Extended Price
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
		Shipping/Freight:						
					Total			
						Total		

Awarded Vendor:

Purchased with (select only one):

School PO#:

District Requisition #:

Purchasing Card:

Please attach any written bids if you have any.