Jordan School District

QUOTATION SHEET

(Put supplies and equipment on separate quotation sheets)

School Location_____ Purchase Order #_____

Program_____ Date Ordered_____

Prepared By_____

	Quote 1	Quote 2	Quote 3
Vendor			
Address			
Phone #			
Fax#			
Quoted by			
Date			
State Contract/Bid #			
Terms			

QTY	U/M	ITEM DESCRIPTION	UNIT COST	EXT	UNIT COST	EXT	UNIT COST	EXT
		Deliver/Shipping Charges						
ADDED INFO		TOTAL QUOTE						

Sole Source Vendor ◯ Yes ◉ No

Reason:

Amount	All Funds	
0 - $1,999	Direct Purchase By School	
$2,000 - $9,999	3 Phone Quotes By School	
$10,000 - $29,999	3 Written Quotes By Purchasing	
$30,000 - $49,999	Bid by Purchasing	
$50,000 +	Formal Bid By Purchasing, Approved By Board of Ed	

REV: 6-14