

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 | | | |
| When | | | |
| State Contract/Bid # | | | |
| Terms | | | |

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

| | | | |
|---|---------------------|--------------------------------|--|
| Sole Source Vendor <input type="checkbox"/> Yes <input type="checkbox"/> No | Amount | All Funds | |
| Reason: | 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 | |