



Dept/School Location _____

Requisition # _____

Program _____

Date Ordered _____

Prepared By _____

	Quote 1	Quote 2	Quote 3
Vendor			
Phone #			
Vendor in Skyward			
Quoted by			
Date			
State Contract/Bid #			
Terms			

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

	Amount	All Funds	
Reason:	\$1 - \$4,999	Direct Purchase By School	
	\$5,000 - \$14,999	3 Phone Quotes By School	
	\$15,000 - \$49,999	3 Written Quotes By Purchasing	
	\$50,000 - \$79,999	Formal Bid by Purchasing	
	\$80,000 +	Formal Bid By Purchasing, Approved By Board of Ed	