Granite SCHOOL DISTRICT

District Quote Form

Prepared by:

District Position:

School/Department:

Instructions: This worksheet is to be used for record keeping purposes for quotes between $500.00-$4,999.99. For purchases between $500 and $999 two (2) verbal or written quotes may be obtained. For purchases between $1,000 and $4,999 two (2) written quotes are required. Be sure to Include shipping costs, payment terms, and delivery time, which are to be considered before an award is made to the low responsive and responsible bidder. This document is to be retained with the purchasing instrument used to make the purchase for audit purpose. If the request is for a district PO, please forward a copy to the appropriate district buyer. Red boarded fields must be completed.

	Quote #1-Required	Quote #2-Required
Vendor Name:		
Vendor Phone #:		
Contact Name:		
Product Availability:		
Date of Quote:		

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**	

Award Information:

Awarded Vendor:

Award Justification (if other than low bidder). Attach a separate document if more space is needed:

Purchased with (select only one):

School PO #:

Pay Voucher #:

District Requisition #:

Purchasing Card:

Reset Form

Print Form