

REQUISITION/RECORD OF QUOTATION

CHECK APPROPRIATE PRICE OR SOURCE ON ALL PURCHASE REQUESTS

Small Purchases with Direct Purchase Order for products and nonprofessional services.

PURCHASE PRICE:

1. \$0 TO \$5,000
2. \$5,001 to \$10,000
3. \$10,001 to \$20,000
4. Sole Source:
5. CES

REQUIRED ACTION:

- Requires purchase at best obtainable price. (Complete Section B. only)
- Requires three (3) oral, telephoned, or written quotations. (Complete section A)
- Requires three (3) written quotations. Enter in section A. below and attach quotations.
- Requires documentation that a good faith review of available source has been conducted.
- Cooperative Educational Services Purchase. (No quotations required, go to Section B.)

NOTE: If number 2, 3, or 4 was checked the required information must be entered in section (A.) below.

Construction or tangible property Sealed Bids:

- * Under \$25,000, considered small purchase follow above
- * Over \$25,000, requires formal sealed bids

Professional Services (requires a license):

- * Under \$30,000, best obtainable price (BOP)
- * Over \$30,000, required bid

Fixed Assets/Inventory:

- * Capitalized items over \$5,000

(A) IN COMPLIANCE WITH POLICY THE FOLLOWING QUOTES WERE OBTAINED

Date	Name of Vendor	Phone Number	Person Contacted	Price Quoted

Recommended Vendor: _____ Reason: _____

Signature: _____ Date: _____

(B) REQUISITION INFORMATION

	Quantity	Catalog Number	Description of item-Name,Model,No.,Etc.	Color	Unit Price	Total Price
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
					Shipping & Handling	

ACCOUNT/FUND (Business Manager Use only) _____ GRAND TOTAL \$ _____

Vendor: _____

Requested By: _____ Date _____

PHONE # _____

Approved/Principal or Director _____ Date _____

FAX# _____

Approved/Superintendent _____ Date _____

Project/Location: _____

REQUISITION INFORMATION

	Quantity	Catalog Number	Description of item,Name,Model,No.,Etc.	Color	Unit Price	Total Price
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.					Shipping & Handling	
					GRAND TOTAL	\$