

QUOTES FOR SMALL PURCHASE FORM



As per Cache County District Policy, adopted and approved 3/19/2021: For procurement item(s) costing more than \$4,999.99 with a maximum total of \$9,999.99, "A procurement until shall obtain a minimum of two competitive quotes that include minimum specifications and shall purchase the procurement item from the responsible vendor offering the lowest quote that meets the specifications."

SCHOOL/OFFICE LOCATION:	DEPARTMENT:
PREPARED BY:	DATE:

	VENDOR #1	VENDOR #2
Vendor Name		
Sales Person		
E-mail address		
Telephone		
Physical Address		
Vendor Quote Number		

***ASK THE VENDOR IF DELIVERY & INSTALLTION COST IS INCLUDED IN THE QUOTE, IF NOT, ADD DELIVERY/INSTALL AS A LINE ITEM**

Quantity Needed	Unit of Measure	Description of Product(s) Service(s) to be Purchased	Vendor #1 Quote	Vendor #2 Quote
TOTALS				

Comments: _____

AWARDED TO: VENDOR #1 <input type="checkbox"/>	VENDOR #2 <input type="checkbox"/>	DATE:	SIGNATURE:
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