

**PROCUREMENT FOR GOOD OR SERVICES FROM \$5000 TO \$25,000
TELEPHONE/EMAIL QUOTATION FORM**

DATE:			
SCHOOL:			
PRICE QUOTE SOLICITED BY:			
DESCRIPTION OF PRODUCT OR SERVICE (including quantity desired, delivery requirements, and duration of contract – attach additional pages if necessary:			
VENDOR #1 NAME:			
ADDRESS:			
PHONE:			
CONTACT PERSON:		DATE:	
PRICE:			
VENDOR #2 NAME:			
ADDRESS:			
PHONE:			
CONTACT PERSON:		DATE:	
PRICE:			
VENDOR #3 NAME:			
ADDRESS:			
PHONE:			
CONTACT PERSON:		DATE:	
PRICE:			
	YES	NO	IF NO, EXPLAIN
PRICE NEGOTIATED?			
ALL VENDORS CONTACTED?			
UNDERBIDS RECEIVED?			
CONTRACT AWARDED TO:			
PRICE:		DATE:	

Note: All contracts over \$25,000 must be written.