

Canyons School District

QUOTATION SHEET

(Put supplies and equipment on separate quotation sheets)

School Location _____

Purchase Order # _____

Program _____

Date Ordered _____

Prepared By _____

	Quote 1	Quote 2	Quote 3
Vendor			
Address			
Phone #			
Fax#			
Quoted by			
When			
State Contract/Bid #			
Terms			

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

Sole Source Vendor <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount	All Funds
Reason:	0 - \$1,999	Direct Purchase By School
	\$2,000 - \$9,999	3 Phone Quotes By School
	\$10,000 - \$29,999	3 Written Quotes By Purchasing
	\$30,000 - \$49,999	Bid by Purchasing
	\$50,000 +	Formal Bid By Purchasing, Approved
		By Board of Ed