SPRINGER MUNICIPAL SCHOOLS

FUND: **REQUISITION / RECORD OF QUOTATION**

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**CHECK APPROPRIATE PRICE OR SOURCE ON ALL PURCHASE REQUESTS**

| PURCHASE PRICE | | REQUIRED ACTION |
|---|---|---|
| 1. ___ | $0 To $500: | Requires purchase at best obtainable price. (Complete Section B. only) |
| 2. ___ | $500 to $3,000: | Requires three (3) oral, telephoned, or written quotations. (Complete section A.) |
| 3. ___ | $3,000 to $5,000: | Requires three (3) written quotations. Enter in section A. below and attach quotations. |
| 4. ___ | $5,000 & Over: | Requires Competitive Sealed Bids or Competitive Sealed Proposals. |
| 5. ___ | Sole Source: | Requires documentation that a good faith review of available source has been conducted. |
| 6. ___ | CES | Cooperative Educational Services Purchase. (No quotations required, go to Section B.) |
| 7. ___ | Other | SPD or GSA Contracts: Requires District to have contract in its files for auditor inspection. |

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

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

| Date | Name of Vendor | Phone Number | Person Contacted | Price Quoted |
|---|---|---|---|---|
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| | | | | |

Recommended Vendor:__ _____ Reason:___ _____

_____Signature:_____Date_____

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(B.) REQUISITION INFORMATION

| Quantity | Catalog Number | Description of item – Name, Model, No., Etc. | Color | Unit Price | Total Price |
|---|---|---|---|---|---|
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| Shipping & Handling Charges | | | | | |
| | | | | **TOTAL** | |

Vendor: _____

_____

_____

_____

_____

Approved/Principal or Director Date

Approved/Business Manager Date

Requested By:_____ Date:_____