

DJF-E Telephone Quotations - Chapter 30B

TELEPHONE QUOTATIONS .CHAPTER 30-B

This form is to be used when procurement of supplies, equipment or services cost between \$1,000 and \$10,000. Must have three (3) quotes.

1. Date:

2. Item(s) to be purchased:

3. School/Department purchased for:

4. Vendor Name: Phone #:

Vendor Quote: \$ Name of Person Quoting:

Comments:

Vendor Name: Phone #:

Vendor Quote: \$ Name of Person Quoting:

Comments:

Vendor Name: Phone #:

Vendor Quote: \$ Name of Person Quoting:

Comments:

5. This completed form is to be signed and sent to the Central Office to be attached to the file copy of the purchase order.

6. Signature of person soliciting quotes

Agawam Public Schools