

PEARL RIVER SCHOOL DISTRICT

Purchasing Quotation Form

- Purchase Contracts up to \$20,000**
 Contracts involving the acquisition of commodities, materials, supplies, equipment or non-consultant services
- Contracts from \$501 to \$5,000:
 Required - 3 Verbal Quotes
 Complete form below
- Contracts in excess of \$5,001 to \$20,000:
 Required: More than 3 Written Quotes
 Complete form below and attach vendor's written quotation

- Public Work Contracts up to \$35,000**
 Contracts relating to projects for construction, reconstruction, or maintenance done on behalf of a public agency (labor & materials)
- Contracts from \$1,001 to \$5,000:
 Required - 3 Verbal Quotes
 Complete form below
- Contracts in excess of \$5,001 to \$35,000:
 Required: More than 3 Written Quotes
 Complete form below and attach vendor's written quotation

Requestor: _____ **Date:** _____

Item/Service to be provided: _____

Quotation form, written quotes (if applicable), and all backup documentation is to be sent to the Purchasing Department before PO will be issued

Vendor	Contact	Phone	Email	Price	Notes