MISD
Mansfield Independent School District

PURCHASING DEPARTMENT
Phone 817-299-6090
Fax 817-473-5780

QUOTE GUIDELINES

All purchases will be made from approved vendors when possible, regardless of price.

If an item is not on a current bid and the price is more than $3500.00, three quotes must be obtained. (Phone, online website, vendor catalog, etc.) Attach screen shots for online quotes or copies of catalog pages for backup.

If the item can only be purchased from a non-approved vendor, document that at least two approved vendors were contacted. List all vendors contacted on the form, even if they cannot provide the item. Indicate why item cannot be purchased from vendor when that is the circumstance.

Indicate the requested vendor in the space provided. If using federal funds, you MUST go with the lowest cost. When NOT using federal funds, and vendor selected does not offer the lowest cost, a full explanation shall be provided.

If an item is available from more than one approved vendor through a bid, it is recommended (but not required) that you still get three quotes to obtain the best price.

☐ Federal Funds
☐ General Funds

PHONE QUOTE FORM

Whenever possible, use approved vendors when obtaining quotes. If you use one who is not approved, ALWAYS ask if they accept POs.

Include vendor name, contact and phone number>>>>>>>>>>>>>		Vendor #1		Vendor #2		Vendor #3	
Item Description Include catalog/item #	**Qty**	**Unit Price**	**Ext Price**	**Unit Price**	**Ext Price**	**Unit Price**	**Ext Price**
Freight (Total shipping and handling charges)							
TOTAL COST							
List the vendor you prefer to use; give an explanation if not using the lowest price quoted.							

CAMPUS/DEPARTMENT: _____

PRINT NAME: _____ EMAIL: _____

PHONE: _____ DATE: _____