

COMPETITIVE THREE PRICE QUOTE FORM

St. Mary's County Public Schools

This form must be attached to all requisitions with totals between \$5,000 and \$49,999. A written, detailed request should be submitted to a minimum of three (3) vendors to ensure proper comparison of all quotes. Please attach a copy of this request and at least three (3) price quotes to your requisition.

School/Department: _____ Requisition: _____

Contact Person: _____ Extension: _____

Description of product or service required:

| Quote | Vendor Name | Total Price (Including S/H) |
|-------|-------------|-----------------------------|
| 1. | | |
| 2. | | |
| 3. | | |

****Please attach a copy of all quotes to your requisition in eFinance.****

If you prefer a choice other than the lowest price option, please provide an explanation:

Director/Principal

Date

Procurement Coordinator

Date

Approval for Exception to the Lowest Quote Award:

Assistant Superintendent of Fiscal Services
& Human Resources

Date