

KINGMAN UNIFIED SCHOOL DISTRICT #20

VERBAL/WRITTEN QUOTE SUMMARY SHEET

(Minimum 3 verbal quotes required for items/services from \$10,000 to \$49,999)

(Minimum 3 written quotes required for items/services from \$50,000 to \$99,999)

Use this form to summarize quotes received and to recommend vendor for award.

Name: Dept/School: Phone:

Signature of Person Obtaining Quotes:

Item/Service Requested:

Note: If you are unable to obtain 3 quotes, contact the Purchasing Department at 753-5678, extension 2023.

Indicate whether the quotes are written or verbal: Written Verbal If written, please attach quotes to this form.

#	Date	Vendor Name	Contact Person	Phone Number	Total \$ Amount
1					
2					
3					
4					
5					

Recommended Vendor:

(If you are recommending other than low quote, you are required to provide written justification as to why low quote was not selected):

Purchasing Acknowledgement:

Date:

Attach this form and written quotes obtained to your requisition for submittal to Purchasing. Questions may be directed to the Purchasing Department at 753-5678, extension 2023.