

Alvarado ISD Price Quote Comparison
Bid Items

This form is to be used to compare the prices offered by at least three vendors covered by the bid process as prescribed by State of Texas law to the prices offered by a non-bid vendor when you wish to select the non-bid vendor. Complete below, **attach the written quotes** and return to the Business Office. You will be notified if the non-bid vendor is approved, and if so, you can request they complete the New Vendor Packet at that time.

The Alvarado Independent School District is not responsible for purchases made without an approved Purchase Order; therefore, do not place any order with any vendor until you have an approved Purchase Order as the vendor may hold you personally liable for the purchase.

Date _____ Campus/Department _____

Description of item(s) on which quotes were received: _____

Bid-Approved Vendor #1:

Name _____ Quote \$ _____

Bid-Approved Vendor #2:

Name _____ Quote \$ _____

Bid-Approved Vendor #3:

Name _____ Quote \$ _____

Non-Bid-Approved Vendor:

Name _____ Quote \$ _____

Supervisor's Approval

Date

Larry McGough's Approval

Date