WILCOX HIGH SCHOOL / SCUSD

QUOTE/PURCHASE REQUEST

Date: _____

Requested By: Bunny DeMera

Telephone Number: 408-423-2408

School/Dept: Wilcox HS

Bill-To Address: Santa Clara USD
PO Box 397
Santa Clara, CA 95052

Ship-To Address: Wilcox High School
3250 Monroe Street
Santa Clara, CA 95051

ATTN VENDOR

- [x] INCLUDE SHIPPING/FREIGHT CHARGES ON QUOTE (IF APPLICABLE)
- [x] SCHOOL SITE WITH NO LOADING DOCK OR FORKLIFT, LIFT-GATE NEEDED (IF APPLICABLE)
- [x] Tax Rate 9.125%
- [ ] Tax Rate 9.375%

Suggested Vendor: _____ V# _____

If you don't know the name of the vendor, type "Best Source"

REQUESTER NAME		
DEPT CHAIR/A.D. SIGNATURE		
	Electronic Signature acceptable — Dept Chair / A.D. Print Name	
FUNDS	☐ DEPT Name ☐ DONATIONS DEPT Name	
	☐ TARGETED/SPSA ☐ ROP/CTEIG/PERKINS Name	
	☐ ASB Club ☐ SPORT Name	
PRODUCT ITEM #	DETAILED DESCRIPTION OF ITEM (INCLUDE COLOR, SIZE, ETC)	QTY

Add catalog page, picture, or any other attachments you have. Email to : wilcoxbookkeeper@scusd.net

updated 6/15/23