MOORE Public Schools
LEARNING FOR LIFE

3 QUOTE FORM

SITE/DEPARTMENT: _____

DATE: _____

NAME: _____

COMPANY #1:		Vendor# (if known):	
QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
		Quote Total	
COMPANY #2:		Vendor# (if known):	
QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
		Quote Total	
COMPANY #3:		Vendor# (if known):	
QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
		Quote Total	

QUOTATION ACCEPTED FROM COMPANY: _____

JUSTIFICATION FOR NOT SELECTING LOWEST QUOTE: _____

APPROVED BY: _____

NOTES/COMMENTS (OCAS CODING, FUND, STATE CONTRACT, ETC.):

REASON 3 QUOTES NOT NEEDED: _____

*****ATTACH TO REQ. BEFORE SENDING TO PURCHASING/FINANCE*****