

COMPLETE THIS SECTION FOR PHONE QUOTES OR CATALOG COMPARISONS
 (Use when item is **not** available from a bid vendor)

Vendor Name	Description	Item #	Price
1.			\$
2.			\$
3.			\$

OR

COMPLETE THIS SECTION FOR SIGNIFICANT SAVINGS
 (Use when item is available from a bid vendor)

Qty	Description	(a) Non-bid price/unit	(b) Non-bid Total	(c) Bid price /unit	(d) Bid Total	(d-b) difference Total Savings
TOTAL						

Proposed Vendor: _____

Address: _____

Phone: _____

Bid Vendor: _____

Comments by purchaser: _____

accept _____ reject _____

accept _____ reject _____

Authorized signature (principal, budget coordinator)

Authorized signature (supt., finance dept)

Comments by (supt., finance dept): _____

Attach to purchase requisition

I have checked bid sources and determined that this purchase is the best value.

Date _____ Form completed by _____