



Troup County School System

## Quotes / Proposals / Bids

Per Troup County BOE Policy DJE and Regulation DJE-R, employees acting as representatives for Troup County Schools should obtain quotes, proposals, or bids for items and/or services purchased according to the following schedule, and making effort to provide the best value to the System:

1. Purchase of item(s) and/or services with a total estimated value of less than \$10,000 must be approved by the facility principal/department head (cost center manager).
2. Purchase of item(s) and/or services with a total value between \$10,000 and \$24,999 must also be approved by the Chief Financial Officer (Superintendent’s designee). *Use of this form is required at this level.*
3. Purchases of item(s) and/or services with a total value between \$25,000 and \$49,999 must also be approved by the Superintendent. *Use of this form is required at this level.*
4. Purchases of item(s) and/or services with a total value exceeding \$49,999 must also be approved by the Troup County Board of Education. *Use of this form is required at this level.*
5. Purchase of items and/or services which are expected to be \$100,000 or more require advertisement on the Georgia Procurement Website and Troup County Board of Education approval. *Use of this form is required at this level.*

The following item(s) and/or service(s) are being requested for Troup County Schools:

**Location/Department:** \_\_\_\_\_

**Description of Purchase:** \_\_\_\_\_

### Quote / Bid Summary:

(Include a minimum of 2 vendor responses – 3 or more is preferred)

	Vendor Name	Bid Date	Description	Amount	Recommend Y/N
1					
2					
3					
4					

Single or Sole Source Provider is used (Requires approval signature at the bottom of this form, as well as completion of the Single/Sole Source Provider section of the Recommended Provider Form).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Single Source Approval (Superintendent or CFO): \_\_\_\_\_