

THIS FORM IS PROVIDED FOR YOUR USE TO SUBMIT WITH PURCHASE ORDERS WHEN WRITTEN OR VERBAL QUOTES ARE REQUIRED.

PURCHASE CONTRACTS UNDER \$20,000.00 REQUIRE WRITTEN QUOTES:

Purchase Contracts Below	Verbal Quotes			Written Quotes	
	0	2	3	3	3+
Under \$500	X				
\$500 - \$1,000		X			
\$1,000 - \$5,000			X		
\$5,000 - \$19,999					X

Date	Vendor	Adress	Amount

PUBLIC WORKS CONTRACTS UNDER \$35,000.00 REQUIRE DOCUMENTED QUOTES:

Contract for Public Works Below \$	Verbal Quotes			Written Quotes		
	0	2	3	2	3	3+
Under \$1,000	X					
\$1,000 - \$5,000		X				
\$5,000 - \$10,000				X		
\$10,000 - \$15,000					X	
\$15,000 - \$34,999						X

Date	Vendor	Adress	Amount

*QUOTATIONS FROM VENDORS MUST BE ATTACHED TO PURCHASE ORDER PRIOR TO PURCHASE ORDER APPROVAL.
A HANDWRITTEN NOTE IS ACCEPTABLE.*

 Authorized Signature