



EDGAR QUOTE SUMMARY SHEET
FOR FEDERAL FUND OR GRANT PURCHASES

Use this form to summarize quotes received and to recommend vendor for award.

This form is **OPTIONAL** for purchases between \$0 and \$49,999.99 (*quotes may be verbal*)
This form is **REQUIRED** for purchases over \$49,999.99 (*quotes must be in writing and attached to this form*)

Staff Member: _____ Campus/Department: _____

CIP/DIP Goal(s): _____ Description of Item/Service Requested: _____

Budget Code:		Amount:	
Budget Code:		Amount:	

#	Date	Vendor Name	Contact Person	Phone # or Email	Total \$ Amount Quoted
1					
2					
3					

Recommended Vendor: _____ If you are recommending other than the lowest price quote, you are required to provide written justification as to why the low quote was not selected: _____

Complete WISD contract packet: yes ____ no ____ NA ____ All required signatures on cover sheet of contract packet? yes ____ no ____

Signature of Person Obtaining Quotes: _____ Date: _____