

**COMPETITIVE THREE PRICE QUOTE FORM**

**St. Mary's County Public Schools**

This form must be attached to all requisitions with totals between \$5,000 and \$99,999. A written, detailed request should be submitted to a minimum of three (3) vendors to ensure proper comparison of all quotes. Please attach a copy of this request and at least three (3) price quotes to your requisition.

School/Department: \_\_\_\_\_ Requisition: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Extension: \_\_\_\_\_

Description of product or service required:

Quote	Vendor Name	Total Price (Including S/H)
1.		
2.		
3.		

**\*\*Please attach a copy of all quotes to your requisition in eFinance.\*\***

If you prefer a choice other than the lowest price option, please provide an explanation:

\_\_\_\_\_  
Director/Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Procurement Coordinator

\_\_\_\_\_  
Date

\*\*\*\*\*  
Approval for Exception to the Lowest Quote Award:

\_\_\_\_\_  
Deputy Superintendent of Fiscal and  
Supporting Services

\_\_\_\_\_  
Date