

CASD Quote Comparison Form

This form is required when requesting to purchase an item via a vendor that is not on an approved purchasing contract (Ex. CoStars, PEPPm), LIU Catalog Discount Bid, etc.

- Per the PA School Code, you must obtain at least three (3) quotes.
- This form and the corresponding quotes must be attached to the requisition.
- Quotes must be attached to the this form in the order that they are listed on the form.
- Place an "X" in the row of the item that you are recommending for purchase.

Quote Date	Vendor	Item Description	Unit Price	Qty	Subtotal	S&H	Total	(X)

I certify that the above items are comparable in product feature(s), usage, and/or functionality and that this purchase is in compliance with applicable CASD Purchasing Policies #610-612.

Employee Signature:

Date:

Principal/Department Supervisor Signature:

Date:

Created: 01/10/18

Revised: 03/03/25