

**EDGEMONT UNION FREE SCHOOL DISTRICT
QUOTE SUMMARY FORM**

This form is to be included as an attachment for all equipment (unit price of \$1,000 or more and having an expected lifespan or more than one year) requisitions not purchased through state/county contract, cooperative bid, or BOCES .

School: _____ **Budget Code:** _____

Department: _____ **Subject(s):** _____

Room/Loc: _____ **Condition (check one):** **New** **Used**

Quantity: _____

Item Description
Rationale for ordering the above items:

Is the quote generated from a cooperative bid service (e.g., Ed Data, SW BOCES Cooperative bid, BuyBoard, etc.) or a state/county contract?

Yes (Attach the quote to the Equipment Summary Form. Ensure the bid reference number is clearly indicated. Stop.)

No (Proceed to the next question.)

Is the unit price greater than \$5,000?

Yes (Secure three written quotes. Attach the quotes to the Equipment Summary Form. Summarize the quotes below. Stop.)

No (Quotes not necessary unless requested.)

Quote #1

Vendor Name: _____ **Cost:** _____

Vendor Address: _____

Catalog # (if applicable): _____ **Page # (if applicable):** _____

Quote #2

Vendor Name: _____ **Cost:** _____

Vendor Address: _____

Catalog # (if applicable): _____ **Page # (if applicable):** _____

Quote #3

Vendor Name: _____ **Cost:** _____

Vendor Address: _____

Catalog # (if applicable): _____ **Page # (if applicable):** _____