

CARRIZO SPRINGS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

QUOTE SHEET

☐ Category 1 - Between \$0.01 - \$25,000.00 - 1 Quote

☐ Purchasing Cooperative

Cooperative Name: _____

☐ Category 2 - Between \$25,000.01 - \$49,999.99 - 2 Quotes

Contract Number: _____

☐ Category 3 - Above \$50,000.00 - Formal Procurement

Cost Reasonableness Certification

I certify the price is fair and reasonable based on at least one (1) of the following:

CATEGORY 1

- ☐ Research
- ☐ Experience (personal knowledge of good/service)
- ☐ Prior Purchase History
- ☐ Other (Sole Source - include attachments)
- ☐ Other (justify/explain): _____
- ☐ Purchasing Cooperative

CATEGORY 2

- ☐ Comparative Quotes
- ☐ Purchasing Cooperative

CATEGORY 3

- ☐ Formal Bid
- ☐ Purchasing Cooperative

Quote Documentation

Attach any quotes, pictures, web page, emails, cost comparisons, product research, etc. as supporting documentation

Incomplete forms or forms lacking sufficient detail will not be reviewed and immediately returned, this will delay the purchasing process.

QUOTES RECEIVED

DESCRIPTION	QUOTE 1	QUOTE 2	QUOTE 3
COMPANY NAME			
ADDRESS			
CITY, STATE, ZIP			
PHONE NUMBER			
AMOUNT			
COMMENTS			

REQUESTOR SIGNATURES

I certify this purchase is Reasonable, Necessary, Allowable, and Adequate.

PRINCIPAL/DIRECTOR Printed Name (Purchaser):		DATE:	
Employee Signature:		DATE:	