

INSTRUCTIONS: Where quotations are authorized by the Business Administrator in lieu of sealed bids, departments shall use this form to obtain and record quotations from at least two (2) vendors prior to issuing a purchase order. After quotations have been obtained and recorded, this form must be signed and attached to the purchase order along with the quotations for permanent file. The threshold for a quotation is \$7,950.00 per year, per aggregate.		VENDOR #1 - Name, Address & Telephone #		VENDOR #2 - Name, Address & Telephone #	
Account Number:					
DESCRIPTION OF ITEMS:	Quantity	Unit Price	Total Price	Unit Price	Total Price
I certify that competition has been solicited and quotation obtained in accordance with current Board Policy & Administration regulations.	VENDOR'S TOTAL PRICE		\$ -		\$\$ -

(Signature of person obtaining quotations) Date

Following Forms were Received ~ if Necessary:

- Cert. of Employee Information Report _____
- Disclosure of Iran Form _____
- Disbarment Form _____
- Russia, Belarus Form _____
- PCD/Stockholder's Form _____
- Prevailing Wage Compliance _____