

Ridgway Area School District

PURCHASE QUOTATIONS

What is the Purpose of the Form?

To make a record of quotes solicited for items purchased which have a value of less than \$10,000 but greater than \$4000.

Who Should File the Form?

The employee soliciting and receiving the quotes should file the form.

When Should the Form be Filed?

The form should be filed with the Superintendent's Office with the requisition requesting the purchase.

Special Notes:

Items requested with a value over \$10,000 must be bid by the Superintendent's Office.

Revised: October 2002



RASD RIDGWAY AREA SCHOOL DISTRICT *RASD*
PURCHASE OF ITEMS OVER \$4000 LESS THAN \$10,000
QUOTATIONS

For the purchase of items between \$4000 and \$10,000, the District is required to solicit at least three quotes via phone or otherwise. If three vendors are not available or if low quote is not taken please so note and explain in the comment section below. Please remember that any purchases over \$10,000 must be formally bid.

Date _____

Item to be purchased _____

Quotes received:

VENDOR	TELEPHONE NO.	QUOTE

Comments:

Quote selected _____

Signature

Please return completed form to the Central Office.