

BISD EDGAR QUOTE FORM

(FEDERAL FUNDS)

If utilizing federal funds for a purchase between \$0.00 and less than \$3,500 in the aggregate, three phone quotes shall be obtained. If over \$3,500, written quotes must be obtained and attached with this form to the requisition. Approved vendors should be utilized if possible.

Indicate the requested vendor in the space provided. If vendor selected does not offer the lowest cost, a full explanation shall be provided. (For instance, a vendor may be chosen regardless of higher cost if time requirements are better or if additional products and/or services are offered.)

Explanation of items to be purchased: _____

Funding Source: _____

All information requested must be completed. If vendor is not in the system, you must complete the necessary vendor paperwork. Attach additional sheets if necessary.

<i>Include vendor name, contact and phone number.</i>		Vendor #1		Vendor #2		Vendor #3	
Item Description Include catalog/item #	Qty	Unit Price	Ext Price	Unit Price	Ext Price	Unit Price	Ext Price
Freight (Total shipping and handling charges)							
TOTAL COST							
<i>List the vendor you prefer to use; give an explanation if not using the lowest price quoted.</i>							

TEACHER/COURSE _____

EMAIL _____

PHONE _____

DATE _____