

SANTA CRUZ VALLEY UNIFIED SCHOOL DISTRICT #35

WRITTEN QUOTE SUMMARY SHEET

Minimum 3 written quotes required for items/services costing at least \$10,000 but less than \$100,000

Use this form to summarize quotes received and to recommend vendor for award.

Name: _____ Dept./School: _____ Phone: _____

Signature of Person Obtaining Quotes: _____

Item/Service Requested: _____

Requisition Number: _____

Note: If you are unable to obtain 3 quotes, contact the purchasing department at ext. 8272

	Date	Vendor Name	Contact Person	Phone Number	Total \$ Amount Quoted
1					
2					
3					
4					
5					

Recommended Vendor: _____
(If you are recommending other than low quote, you are required to provide written justification as to why low quote was not selected):

Attach this form and written quotes obtained to your requisition for submittal to Purchasing. Questions may be directed to the purchasing department at ext. 8272