

PEARL RIVER SCHOOL DISTRICT

Purchasing Quotation Form

☐ **Purchase Contracts up to \$20,000**

Contracts involving the acquisition of commodities, materials, supplies, equipment or non-consultant services

☐ Contracts from \$501 to \$5,000:

Required - 3 Verbal Quotes

Complete form below

☐ Contracts in excess of \$5,001 to \$20,000:

Required: More than 3 Written Quotes

Complete form below and attach vendor's written quotation

☐ **Public Work Contracts up to \$35,000**

Contracts relating to projects for construction, reconstruction, or maintenance done on behalf of a public agency (labor & materials)

☐ Contracts from \$1,001 to \$5,000:

Required - 3 Verbal Quotes

Complete form below

☐ Contracts in excess of \$5,001 to \$35,000:

Required: More than 3 Written Quotes

Complete form below and attach vendor's written quotation

Requestor: _____ **Date:** _____

Item/Service to be provided: _____

Quotation form, written quotes (if applicable), and all backup documentation is to be sent to the Purchasing Department before PO will be issued

Vendor	Contact	Phone	Email	Price	Notes