

FAIRFIELD CITY SCHOOLS PRICE QUOTES-VENDOR INFORMATION

Price Quotes may be obtained from:

- Catalogs – copy page and attach
- Brochures – copy and attach
- Internet – print and attach
- Phone – include contact person’s name

Item: _____

Vendor Selected: _____

Two quotes required for purchases between \$2,500 - \$9,999

Three quotes required for purchases between \$10,000 - \$24,999

Emergency or sole source item purchases should be so noted on this form. Please, do not promise the vendor our order. Attach this completed form to your requisition list.

Quote #1:

Quote obtained via: _____ Date quote obtained: _____

Vendors Name: _____ Price Per Item: _____

Vendor Address: _____ Quantity: _____

_____ Subtotal: _____

Contact Person: _____ Phone #: _____ Shipping: _____

Will vendor accept a purchase order? _____ Total: _____

Notes: _____

Quote #2:

Quote obtained via: _____ Date quote obtained: _____

Vendors Name: _____ Price Per Item: _____

Vendor Address: _____ Quantity: _____

_____ Subtotal: _____

Contact Person: _____ Phone #: _____ Shipping: _____

Will vendor accept a purchase order? _____ Total: _____

Notes: _____

Quote #3:

Quote obtained via: _____ Date quote obtained: _____

Vendors Name: _____ Price Per Item: _____

Vendor Address: _____ Quantity: _____

_____ Subtotal: _____

Contact Person: _____ Phone #: _____ Shipping: _____

Will vendor accept a purchase order? _____ Total: _____

Notes: _____