

## QUOTE FORM

**Supplies, Materials ("Purchase") Contracts:**

Items \$500 - \$1,000 3 Verbal Quotes	Items \$1,001 - \$5000 3 Written Quotes	Items \$5,001 - \$20,000 >3 Written Quotes
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At its annual meeting the Board of Education appoints the Purchasing Agent who is the only person authorized to order or contract for purchases or services and to issue purchase orders without the Board's approval. The purchasing agent shall ensure the quality and quantity of the purchases made by the District.

**The Brunswick School District is not responsible for payment of any goods or services that are not authorized by the purchasing agent.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Requisition #: \_\_\_\_\_

DATE QUOTE EXPIRES	VENDOR NAME AND ADDRESS	NUMBERS	VENDOR REP NAME	ITEM	PRICE OF EACH INCLUDING SHIPPING
Quote 1					
		Phone			
		Fax			
Quote 2					
		Phone			
		Fax			
Quote 3					
		Phone			
		Fax			

Submit Quote Form with purchase order.

\_\_\_\_\_  
Approval of Purchasing Agent

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Revised 11/13/18 CRS