

QUOTE TABULATION

Item

School: _____ Date: _____

Type of Quotes: Oral Quotes Taken By: _____

Written (attach)

	Quote 1	Quote 2	Quote 3	Quote 4
Vendor Name... Address... Phone... Contact...	_____	_____	_____	_____
Description: _____ _____ Brand... Model... Other Information.....	_____	_____	_____	_____
Price Quoted.... Warranty...	_____	_____	_____	_____
Comments:				

NOTE:

1. A minimum of three quotes are required for purchases greater than \$1,000. This completed form should be filed with other activity fund records for audit.
2. Purchases greater than \$10,000 must be referred to the Purchasing Department for formal bidding as required by Section 21.901 of the Texas Education Code and Board Policy.