

Anthony Independent School District

VERBAL/WRITTEN QUOTE SUMMARY SHEET

Minimum 3 quotes required for items/services costing at least \$3,000 but less than \$50,000.

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: _____

Note: If you are unable to obtain 3 quotes, contact the Finance Department at (915) 886-6508.

#	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):

Purchasing Acknowledgement: _____ Date: _____

Keep this form and written quotes obtained to your requisition on file. Questions may be directed to the Finance Department at (915) 886-6508.