



NATIVE DISTRICT WRITTEN QUOTE SUMMARY SHEET

The district should obtain written quotes from at least three vendors for purchases costing at least \$10,000, and less than \$100,000.
Use this form to summarize quotes received and to recommend vendor for award.

Name: _____ Satellite Site: _____ Phone: _____

Signature of Person Obtaining Quotes: _____

Item Requested: _____

#	Date	Vendor Name	Contact Person	Phone Number	Unit Price	Freight	Tax	Total \$ Amount Quoted
1								
2								
3								

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: _____

**Attach this form and written quotes obtained to your requisition for submittal to Purchasing. Questions may be directed to the
NATIVE Office at (928)466-8668 ext. 1000 or (928)466-8692 ext. 1002**