

Gloucester City School District

QUOTE SHEET



Date : _____

**A NO QUOTE FROM A VENDER IS A QUOTE:
PUT "NO QUOTE" UNDER THE VENDOR,
Include Date and Time they were contacted, retain
copies of emails**

		Vendor #1		Vendor #2		Vendor #3	
Quantity	Description of Goods/Services	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price

Total:

AWARDED VENDOR: _____

COMMENTS/NOTES:

****If you are not selecting the lowest cost vendor, please specify the justification.**

Quotes Solicited By: _____

Quotes Approved By: _____

When to get quotes - purchase over \$6,600

Reference code

Quotation Limits--\$6,600 through \$43,999

The quotation limit (threshold) presently is \$6,600. This means that any specific item or group of items of a similar nature purchased by the school district, totaling more than \$6,600 and less than \$44,000 for the entire year, must be competitively quoted or advertised for bid at the discretion of the School Business Administrator/Board Secretary. School officials cannot circumvent the law by splitting purchases to be under the quotation threshold.

Please note: The formal quotation process could take about 2-4 weeks from start to finish. There will be no telephone quotations except in a case of extreme urgency.

Receipt of Three (3) Quotations: Evidence of the quotation process shall be kept on file. A copy of the quotation shall be attached to the purchase order. It is the responsibility of the Purchasing Agent to solicit formal quotations.