

South Texas Independent School District

Quotation Form

Use this form to obtain price quotes for purchases. E-Mail this form to Purchasing Services to support your purchase. **(USE ADDITIONAL FORMS IF NECESSARY)**

Department: _____

Quotation prepared by: _____

Date: _____

| Vendor # 1 | Vendor # 2 | Vendor # 3 |
|------------|------------|------------|
| | | |
| Contact | Contact | Contact |
| | | |
| Telephone | Telephone | Telephone |
| | | |

| It # | Description | Qty | Cost ea | Total | Cost ea | Total | Cost ea | Total |
|------|---------------|-----|---------|-------|---------|-------|---------|-------|
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| | TOTAL: | | | | | | | |

Recommendation:

Requisition No:

Supervisor Approval: _____ **Date:** _____

Notes: _____

