

## 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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|      |               |     |         |       |         |       |         |       |
|      | <b>TOTAL:</b> |     |         |       |         |       |         |       |

**Recommendation:**

**Requisition No:**

**Supervisor Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Notes:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_