

## 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
	<b>TOTAL:</b>							

**Recommendation:**

**Requisition No:**

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