



Provo City School District

Policy Series 6000 Finances and Operations

6210 F12

Expenditure Quotation Form

School/Location: _____
 Program: _____

PO #: _____
 Date Ordered: _____
 Prepared By: _____

| | | Quote 1 | | Quote 2 | | Quote 3 | |
|----------------------|----------------------------------|-----------|-------|-----------|-------|-----------|-------|
| Vendor Address | | | | | | | |
| Phone # | | | | | | | |
| Fax # | | | | | | | |
| Quoted by | | | | | | | |
| When | | | | | | | |
| State Contract/Bid # | | | | | | | |
| Terms | | | | | | | |
| Qty | Item Description | Unit Cost | Total | Unit Cost | Total | Unit Cost | Total |
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| | Delivery/Shipping Charges | | | | | | |
| | Total Quote | | | | | | |

| <u>Sole Source Procurement</u> | District Purchasing Guidelines | |
|--|---------------------------------------|---|
| <i>Utah Procurement Rules R33-3-401: "Sole source procurement shall be used only if a requirement is reasonable available from one supplier. A requirement for a particular proprietary item does not justify a sole source purchase if there is more than one potential bidder or offeror for that item or service."</i> | \$0 - \$499 | No quotes or bids required |
| | \$500-\$9,999 | 2 written or 2 documented verbal quotes from 2 separate vendors, can be obtained by district purchasing if desired |
| | \$10,000-\$49,999 | 2 written quotes from 2 separate vendors, can be obtained by district purchasing if desired, prior approval of business administrator and superintendent |
| | \$50,000 + | Require a formal bidding/RFP process and must be conducted through district purchasing, must be approved by Board of Education, prior approval of business administrator and superintendent |

Purchases may not be artificially divided to circumvent the purchasing policy.