



The School District of Springfield R-12

Written Quote Summary Sheet

(Minimum 3 written quotes are required for items/services costing at least \$1,000 but less than \$25,000)
Verbal quotes are not allowed. Use this form to summarize quotes received and to recommend a vendor for award.

Name: _____ Dept/School: _____ Phone: _____

Requisition Number: _____ Signature of Person Obtaining Quotes: _____

Item/Service Requested: _____

Note: If you are unable to obtain 3 quotes, contact the Purchasing Department at (417) 523-0073 or 36223.

Written Quotes must be attached to this form.

	Date	Vendor Name	Contact Person	Phone Number	Total \$ Amount Quoted
1					
2					
3					

Recommended Vendor: _____

If you are recommending other than low quote, you are required to provide written justification as to why the low quote was not selected:

Principal/Department Supervisor Signature: _____ Date: _____

Bid information should be sent to the Purchasing Office as an attachment to the requisition in the MUNIS financial system. Requisitions submitted without the attached supporting bid documentation will be placed on hold. Purchasing will review the bid documentation and approve the requisition for conversion to a Purchase Order (P.O.) upon completion of the review.