

QUOTATION SHEET

Required for purchases which total \$20,000 to \$50,000. If grant funds are being used, this form is required for purchases which total \$15,000 to \$50,000. Note: A quotation is not needed if buying from a contract or current bid; for office supplies; for replacement parts/repairs to specific/branded equipment where repairs must be made by the authorized dealer.

(ex. John Deere, Caterpillar)

DATE: _____

ITEM DESCRIPTION: _____

VENDOR	SALES REPRESENTATIVE	ITEM PRICE

1. Three (3) quotes **MUST** be solicited.
2. Please remember, equal substitutions must be listed and considered.
3. Have vendors include shipping, handling and installation costs in their quoted price.

Printed Name of Person Obtaining Quotes

Signature

NOTE: This quotation sheet **must** be received by Purchasing before your requisition will be released. Retain a copy of the quotation sheet for your files.

Revised October 23, 2025