

**WHITE PLAINS CITY SCHOOL DISTRICT**

**QUOTATION FORM**

**Purchase Contracts up to \$20,000**

Contracts involving the acquisition of commodities, materials, equipment or non-consultant services.

Contracts from \$1000 to \$5,000: Verbal quotes – (3)  
Complete form below.

Contracts in excess of \$5,000 to \$20,000: Written quotes (3)  
Complete form below and attach vendor's written quotation.

Contracts in excess of \$20,000: Public Advertised Bids.

**Public Work Contracts up to \$35,000**

Contracts relating to projects for construction, reconstruction, or maintenance supplies, done on behalf of a public agency (labor & materials).

Contracts from \$5,000 to \$10,000: Verbal quotes – (3)  
Complete form below.

Contracts in excess of \$10,000 to \$35,000: Written quotes – (3)  
Complete form below and attach vendor's written quotation.

Contracts in excess of \$35,000: Public advertised bids.

**Requestor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Item/Service to be provided:** \_\_\_\_\_

**Quotation form, written quotes (if applicable), and all backup documentation to be submitted to the Purchasing Department with Requisition**

<b>Vendor</b>	<b>Contact</b>	<b>Phone</b>	<b>Email</b>	<b>Price</b>	<b>Notes</b>