

SPRING LAKE BOROUGH SCHOOL DISTRICT

WRITTEN/VERBAL QUOTE SUMMARY FORM

FOR STUDENT ACTIVITIES

Please check one:

Type of Quote: Written Verbal

Telephone/

<u>Name of Vendor</u>	<u>Address</u>	<u>Contact Person</u>	<u>Description</u>	<u>Cost</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Submitted by: _____ Date: _____

Supervisor: _____ Date: _____

Written Instructions

1. For purchases that exceed \$1,000 but are less than \$40,000 for non-transportation items.
2. Signed and dated by both originator and supervisor.
3. Must accompany purchase order when submitted to the Business Office.

Verbal Instructions

1. For purchases that exceed \$500 but are less than \$1,000 for non-transportation items.
2. Signed and dated by both originator and supervisor.
3. Must accompany purchase order when submitted to the Business Office.