MISD
Mansfield Independent School District

PURCHASING DEPARTMENT
605 E Broad Street, Bldg. 300
MANSFIELD, TX 76063
Phone 817-299-6090
Fax 817-473-5780

QUOTE GUIDELINES

ALL purchases will be made through approved vendors when available, regardless of price.

If an item is not on a current bid and the price is more than $3500.00, three quotes must be obtained. (Phone, Online Website, Vendor Catalog, etc.) Attach screen shots for online quotes or copies of catalog pages for backup.

If the item can only be purchased from a non-approved vendor, you must document that at least two approved vendors were contacted. List all vendors contacted on the form, indicating that they did not have the product requested.

Indicate the requested vendor in the space provided. If vendor selected does not offer the lowest cost, a full explanation shall be provided. (For instance, a vendor may be chosen regardless of higher cost if time requirements are better or if additional products and/or services are offered.)

If an item is available from more than one approved vendor through a bid, it is recommended, but not required, that you get three quotes to obtain the best price.

Quote must be attached to Requisition in Skyward.

☐ Federal Funds
☐ General Funds

QUOTE FORM

All information requested must be completed. If vendor is not in Skyward, you must complete the necessary vendor paperwork. Attach additional sheets if necessary.

Include vendor name, contact and phone number.		**Vendor #1**		**Vendor #2**		**Vendor #3**	
Item Description Include catalog/item #	**Qty**	**Unit Price**	**Ext Price**	**Unit Price**	**Ext Price**	**Unit Price**	**Ext Price**
Freight (Total shipping and handling charges)							
TOTAL COST							

List the vendor you prefer to use; give an explanation if not using the lowest price quoted.

CAMPUS/DEPARTMENT _____

PRINT NAME _____ **EMAIL** _____

PHONE _____ **FAX** _____ **DATE** _____