

**PURCHASING POLICIES AND PROCEDURES MANUAL
FOR LOCAL EDUCATIONAL AGENCIES**

Bid Quotation

Instructions

Bid Quotation Form - This form may be used in conjunction with verbal bid requirements for purchases costing less than \$10,000. This form is recommended for use to fulfill these requirements. The following are instructions for using this form:

Date -The LEA should insert the date the verbal quotations were accepted.

Purpose -The LEA should insert the reason why the item(s) are being purchased, e.g., stock, immediate repairs, etc.

Quotes Received By -The signature of the individual within the LEA receiving the verbal bids should be written.

Vendor -The vendors who are contacted concerning purchase of the item, should be written in the appropriate space.

Agent -The vendor's agent who gives the quotes to the LEA should be written.

Reason for Award -The reason why the item was awarded to a particular vendor, e.g., sole source, timely delivery, ability to meet demand, etc. should be given.

Purchase Authorized By -The signature of the individual within the LEA who has given approval for the purchase should be written in the appropriate space.

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Verbal Bid Quotation Summary

LEA _____

PO Number _____

Date _____

WVEIS Account # _____

Purpose _____

| Delivery Requirements: | | | Quotes Received By: | | | | | |
|------------------------|----------|-------------|---------------------|--------|------------|--------|------------|--------|
| Vendor: | | | 1. | | 2. | | 3. | |
| Telephone Number: | | | | | | | | |
| Contact Person's Name: | | | | | | | | |
| Shipping Date: | | | | | | | | |
| Terms: | | | | | | | | |
| Item | Quantity | Description | Unit Price | Amount | Unit Price | Amount | Unit Price | Amount |
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| TOTAL: | | | | | | | | |

Reason for Award (No Bids Reason): _____

WVEIS Vendor # _____

Purchase Authorized By: _____

Title: _____