



**SOUTHWEST INDEPENDENT SCHOOL DISTRICT  
PURCHASING DEPARTMENT  
PRICE QUOTE TABULATION**

Date: \_\_\_\_\_ Campus/Department: \_\_\_\_\_ Requisition#: \_\_\_\_\_

Description of item(s) for bid request: \_\_\_\_\_

*\*Quote is only needed for orders less than \$1,000. If total order is over \$1,000, 2 additional quotes from different vendors are required. If no additional quotes are required, process your request with Purchasing. Send the 3 quotes and tabulation sheet to the purchasing office for processing.*

**QUOTE #1**

<b>Vendor Name:</b>	<b>Contact Person:</b>	<b>Quote for Items:</b>	<b>Shipping Cost:</b>	<b>Total Quote:</b>
<b>Vendor ID# (TX):</b>	<b>Phone Number:</b>			
	<b>Fax Number:</b>			
	<b>Email:</b>			

**QUOTE #2**

<b>Vendor Name:</b>	<b>Contact Person:</b>	<b>Quote for Items:</b>	<b>Shipping Cost:</b>	<b>Total Quote:</b>
<b>Vendor ID# (TX):</b>	<b>Phone Number:</b>			
	<b>Fax Number:</b>			
	<b>Email:</b>			

**QUOTE #3**

<b>Vendor Name:</b>	<b>Contact Person:</b>	<b>Quote for Items:</b>	<b>Shipping Cost:</b>	<b>Total Quote:</b>
<b>Vendor ID# (TX):</b>	<b>Phone Number:</b>			
	<b>Fax Number:</b>			
	<b>Email:</b>			

**\*\*If recommended vendor is other than lowest price, provide a narrative justifying the purchase.**

**\*\*\*Circle awarded vendor**

Campus/Department Signature for Quote Verification

Date

\*All office supplies are purchased from Approved office supply vendors.  
\*All technology requests need to go through Technology for approved quotes.