



FERN RIDGE SCHOOL DISTRICT 28J

Intermediate Procurement (\$10,000 to \$150,000) Source Record

Use this form to document requests for price quotes. Attach completed form to Purchase Order.

PREPARED BY: _____ DATE PREPARED: _____

BUILDING/DEPT: _____

QUOTES REC'D BY: _____ VENDOR CHOSEN: _____

VENDOR 1

PHONE FAX MAIL

Name _____

Address _____

Phone _____

Fax _____

Contact _____

VENDOR 2

PHONE FAX MAIL

Name _____

Address _____

Phone _____

FAX _____

Contact _____

VENDOR 3

PHONE FAX MAIL

Name _____

Address _____

Phone _____

FAX _____

Contact _____

Comments/Specifications: _____

ITEM	DESCRIPTION	QUANTITY	VENDOR 1		VENDOR 2		VENDOR 3	
			UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
TOTALS								