

RyeNeck Schools

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QUOTE SHEET

**Necessary for ALL PRINTING JOBS and
Purchasing equipment, goods and services between \$500 - \$35,000**

Date: _____ Requested by: _____

Description of work, services, equipment: _____

Quotes Received:	
1. Vendor: _____	
Written Quote Amount: \$ _____	Attach Quote
Comments: _____	
=====	
2. Vendor: _____	
Written Quote Amount: \$ _____	Attach Quote
Comments: _____	
=====	
3. Vendor: _____	
Written Quote Amount: \$ _____	Attach Quote
Comments: _____	

Signature of person completing this form:

Please submit this form and three written quotes with the purchase order.

Revised 4/19/10