

Gananda Central School District

Written Quotation Request Summary Form

Goods \$1,001-\$20,000, Services \$10,001 -\$35,000

Procurement Description

Description of purchase/
service _____

Record the details of the suppliers invited to quote
(See the purchasing matrix in Appendix C for more information)
Attache all quotes to this form

Date	Company/ Contact Name/ Contact Number or Email	Amount Quoted
		\$
		\$
		\$
		\$
		\$
		\$

Recommendation _____ For an amount of \$ _____

Signed _____ Date _____