

# Gananda Central School District

## Verbal Quotation Form

Goods \$500-\$1,000, Services \$1,001 -\$10,000

### 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)

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

Recommendation \_\_\_\_\_ For an amount of \$ \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_