

Shonto Preparatory Schools

Verbal/Written Quote Summary Sheet

Staff: _____
 Department: _____

Per USFRCS and SPS Financial Policies, vendor purchases (items/services) meeting threshold requirements require either a verbal or written quote process. Please use the following information as guidance and compliance:

1. Items/Services costing at least \$10,000 but less than \$50,000 - require 3 verbal quotes using the table box below. Complete all necessary information in the box.
2. Items/Services costing at least \$50,000 but less than \$100,000 - require 3 written quotes using the table box below. Complete all necessary information in the box and attach your quotes submitted by the Vendor. Please make sure to have the Vendor submit their quote using their company letterhead.
3. SPS is affiliated with the following cooperatives (COOP) - Mohave, SAVE and State (Az). If a Vendor via a cooperative is submitting a quote, please make sure they disclose the cooperative contract number (#) as reference.
4. If you are unable to meet the "3" verbal/written quote requirements, then select a Vendor using one of the cooperatives: Mohave, SAVE, or State (Az)

Item/Service Requested: _____

"3" Quotes (Complete Verbal, Written, Quote via COOP, and Vendor Selected)

Date of Request:

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Vendor Name	Vendor Contact	Phone #	Verbal	Written	COOP	Select	Total (\$) Quote

Justification Statement: (Make explanation for selection of the Vendor. Provide additional information if the selected Vendor is not the lowest bidder. Was the selection a quality, location, additional services, etc. consideration?)

Supervisor Acknowledgement:
(signature/date)

Business Office Acknowledgement:
(signature/date)

Procurement Note/Comment: