

**PORT JEFFERSON PUBLIC SCHOOLS
PROCUREMENT EXHIBIT**

WRITTEN QUOTATION FORM

This form must be completed unless you are ordering from the following:

- Ed Data Cooperative Bids**
- BOCES Contracts/Cooperative Bids**
- State Contracts**
- County Contracts**
- Preferred Source Contracts**
- Single Commodity Items Under \$2,500 District Wide**

Sole Source purchases must include a letter from the vendor stating that the item is available from only one source.

BUILDING: _____ REQUISITIONER: _____
ITEM: _____ DATE: _____

VENDOR

QUOTATION

_____	_____
_____	_____
_____	_____
_____	_____

If unable to secure three quotations, please explain:

If lowest quotation is not selected, please explain:

Signature _____ Date _____

ATTACH TO PURCHASE ORDER