

# ST. MARY'S COUNTY PUBLIC SCHOOLS COMPETITIVE PRICE THREE PRICE QUOTE SUMMARY FORM

*This form must be attached to all requisitions with totals between \$2,500 and \$24,999  
(Instructions for completing this form are on page 2)*

School/Division: \_\_\_\_\_ Requisition: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone No.: \_\_\_\_\_

CHOICE	VENDOR NAME, ADDRESS, AND TELEPHONE NUMBER	DESCRIPTION OF PURCHASE (List individual items, if applicable, and attach another sheet, if necessary)	UNIT PRICE	QUANTITY	SHIPPING	TOTAL PRICE
1.						
2.						
3.						

\*Attach all correspondence/quotes

If you have selected **other than the lowest quote**, please provide an explanation:

\_\_\_\_\_  
 DEPARTMENT/SUPERVISOR SIGNATURE

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 Victoria Mayle, Purchasing Officer

\_\_\_\_\_  
 DATE

\*\*\*\*\*  
**APPROVAL FOR EXCEPTION TO LOW QUOTE AWARD:**

\_\_\_\_\_  
 Tammy S. McCourt, Assistant Superintendent of  
 Fiscal Services and Human Resources

\_\_\_\_\_  
 DATE

## **INSTRUCTIONS FOR COMPLETING THE COMPETITIVE PRICE QUOTE FORM**

1. Provide the name of the school or division making the request.
2. Indicate the requisition number this form supports.
3. Indicate a contact person and phone number at the school/division for someone who can answer questions about this request.
4. Provide the names, addresses, and phone number and a contact person for the firms contacted for pricing. Please put your choice for award in the #1 space.
5. Provide a brief description of the items or services to be purchased. List individual items if applicable and attach additional pages if necessary.
6. Provide unit price for each item to be purchased.
7. Provide additional shipping charges if not included in the unit price.
8. Provide a total price for the entire purchase.
9. The form must be signed by the appropriate principal or department head.
10. If you have recommended that award be made to other than the lowest quote, you must provide an explanation for this recommendation.
11. Attach all correspondence/quotes sent/received for each vendor.
12. Forward the completed form to the Purchasing Office in the Department of Fiscal Services at the Central Office.
13. Any additional approvals, if required, will be handled through the Purchasing Office in the Department of Fiscal Services.
14. If you should have any questions regarding this form, please call the Purchasing Office in the Department of Fiscal Services at ext.32167 or 32171.