



Window Rock Unified School District No. 8

Written Quote Summary Sheet

(minimum 3 written quotes required for items/services costing at least \$10,000 but less than \$100,000)

Use this form to summarize quotes received and to recommend vendor for award.

Department/School Name: _____

Name of Person Obtaining Quotes: _____ Phone#: _____

Signature of Person Obtaining Quotes: _____

Item/Service Requested:

Note: If you are unable to obtain (3) quotes, contact the Business Office @ 928-729-6713.

Three written quotes are required for purchases over \$9,999.00. Please attach quotes to this form.

No.	Date	Vendor Name	Contact Person	Phone Number	Total Amount Quoted

Recommended Vendor: _____

(If you are recommending other than low quote, you are required to provide written justification as to why low quote was not selected):

Business Manager: _____ Approved: Yes No Date: _____

Submit this form to Business Office with your written quotes and requestion.