

WEST VALLEY CENTRAL SCHOOL
Purchase Log**Must Be Kept

When completed, one (1) original copy of the Purchase Log should be attached to the Requisition referenced before it is sent to the Business Office.

A. \$1.00 to \$299.99 Vendor Quote or Catalog Price

Item Description: _____

Number of Units: _____

Item Specifications: _____

	Vendor/Catalog	Page #	Price per Unit	Total Price	Choice
1					
2					
3					
4					

Reason for not selecting lowest price: _____

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B. \$300 to \$1,999.99 **Verbal Quote from 3 Vendors**

Purchase Log* Must Be Kept

Item Description: _____

Number of Units: _____

Item Specifications: _____

	Vendor	Address	Contact	Phone #	Price/Unit	Total Price	Choice
1							
2							
3							
4							

Reason for not selecting lowest price: _____

Purchase Log must be attached to requisition.

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C. \$2,000.00 to \$19,999.99 **Written Quote from 3 Vendors**

Quote must be on vendor letterhead or district supplied form

Item Description: _____

Number of Units: _____

Item Specifications: _____

	Vendor	Address	Contact	Phone #	Price/Unit	Total Price	Choice
1							
2							
3							
4							

Reason for not selecting lowest price: _____

Written Quotes & Purchase Log must be attached to requisition.

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D. \$20,000.00 and up **Formal Bid by Business Office**