

CARRIZO SPRINGS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

PRICE QUOTATIONS

(not required for School Board Approved Bids or Purchasing Cooperatives)

Which price quotation category does this purchase fall under?

Category 1 - 1 Quote (Between \$0.01 - \$9,999.99)

Category 2 - 2 Quotes (Between \$10,000.00 - \$49,999.99)

DESCRIPTION OF GOODS OR SERVICES PROCURED:

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QUOTES RECEIVED

DESCRIPTION	QUOTE 1	QUOTE 2	QUOTE 3
Company Name			
Company Address			
Company City, State, Zip			
Company Representative			
Company Phone			
Verbal / Written			
AMOUNT			
COMMENTS			

Is this purchase reasonable?

Yes No

Is this purchase necessary?

Yes No

Is this purchase allowable?

Yes No

Is this purchase adequate?

Yes No

REASONABLE TEST: Do I really need this? Is this expense targeted to valid programmatic/administrative needs? Do I have the capacity to use what I am purchasing? Is this a fair rate? If I were asked to defend this purchase, would I be able to?

NECESSARY TEST: Is this identified in the plan? Would it just be nice to have?

ALLOWABILITY TEST: Is this purchase consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the non-Federal entity? Is it consistent treatment? A purchase cannot be charged as both direct or indirect. It must be determined to be in accordance with GAAP (Generally Accepted Accounting Principles). It cannot be used to meet cost sharing or matching.

ADEQUATE TEST: Is this budgeted? Is it allowable under the grant? How are the funds used? What is the total cost of the project? Are there other costs shared with other campuses or departments or other sources? Do records show compliance and performance to facilitate an effective audit?

PRINCIPAL/DIRECTOR PRINTED NAME (Purchaser):		DATE	
EMPLOYEE SIGNATURE			