

**Cohoes City School District
Purchasing Department**

VERBAL QUOTATION

(3 VERBAL QUOTES NEEDED FOR PURCHASES FROM \$3001 TO \$5000)

Requisition Number _____

Date of Quote _____

Description of Items Quoted _____

Vendor #1: _____	Phone Number: _____
Spoke To: _____	
Total Quote: _____	
Quote Expires: _____	
Shipping Costs included: <input type="checkbox"/> yes <input type="checkbox"/> no	

Vendor #2: _____	Phone Number: _____
Spoke To: _____	
Total Quote: _____	
Quote Expires: _____	
Shipping Costs included: <input type="checkbox"/> yes <input type="checkbox"/> no	

Vendor #3 _____	Phone Number: _____
Spoke To: _____	
Total Quote: _____	
Quote Expires: _____	
Shipping Costs included: <input type="checkbox"/> yes <input type="checkbox"/> no	

Please sign and send Verbal Quotation Record to Karyn Gumprecht in the Business Office @ kgumprec@cohoes.org

Signature of Person Receiving Vendor Quotations: _____