

**Cohoes City School District
Purchasing Department**

WRITTEN QUOTATION

(3 WRITTEN QUOTES NEEDED FOR PURCHASES FROM \$5001 TO \$9,999)

Requisition Number _____

Date of Quote _____

Description of Items Quoted _____

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

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

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

***** DOCUMENTATION IS NEEDED FOR EACH VENDOR *****

Please sign Written Quotation Form and send with backup to Karyn Gumprecht in the Business Office @ kgumprec@cohoes.org

Signature of Person Receiving Vendor Quotations: _____