



**PRINCETON**  
PUBLIC SCHOOLS

**QUOTE PURCHASING FORM**

\$ 00.00-\$2,999	Micro Purchases	No Quotes Necessary		
\$ 3,000-\$24,999	Small Purchases	2 Quotes		
\$25,000-\$99,999	Medium Purchases	3 Quotes & State Bid		
\$100,000- or More	Large Purchases	Bid Law		

Items to Consider when choosing a quote:	Response
Name of department and employee making request.	
Departments it affects and their involvement.	
Have we addressed the concerns the departments have.	
City or County involvement.	
Consultant involvement	
Name of item.	

	Quote 1	Quote 2	Quote 3
Vendor Names			
Cooperative Contract			
Dollar Amount Quoted			
Warranty			
Training			
Disposal or Trade in of Old Equip			
Ease of use			
Quality of Product			
Extras you receive with the quote			
Previous Service to the District			
References from Other Sources			
Insurance Certificate			
Disposal of Current Item-See Disposal Procedures			
Checked State Bid Process-Required for Medium & Above			
Copy of Quote Emailed to Business Services			

Reviewed 10.04.2016  
Reviewed 07.10.17 by Director of Business Services