



United Independent School District

Price Quote Log

This form is to be used to make three cost comparisons before a requisition is written. This form must be attached to the requisition and both turned in to the Principal/Director who will sign it and forward it with the request.
 (this only applies to non-approved vendors)

| | | VENDOR | | VENDOR | | VENDOR | |
|--------------------|-----|------------|-------|------------|-------|------------|-------|
| Requested by _____ | | | | | | | |
| Date _____ | | | | | | | |
| Description | Qty | Unit Price | Total | Unit Price | Total | Unit Price | Total |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Reason for award if to other than low bidder: _____

Reason for not securing bids: _____

I hereby certify that the above included all firms that have been contacted for bids and their replies are exactly as stated.

 Person Making Requisition Date

 Principal/Director Date