

District Five Schools of Spartanburg County  
**Small Purchase Quotation Summary Form**  
**Small Purchases: \$2,500 up to \$10,000**

**Solicitation (verbal or written) of written quotations/bids from a minimum of three (3) qualified sources is required at this purchasing level. Award will be made to the lowest responsible and responsive bidder unless there is written justification explaining why the lowest bid is not acceptable.**

School/Department \_\_\_\_\_ Requisition Number \_\_\_\_\_

**Use this form to summarize the written quotes you received**

Vendor Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Person Quoting: \_\_\_\_\_

Item Description	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
		Sub Total	_____	Sub Total	_____	Sub Total	_____
		Freight	_____	Freight	_____	Freight	_____
		TOTAL	_____	TOTAL	_____	TOTAL	_____

*If you do not accept the low quote, please explain in writing on the back of this form.*