



# Vendor Selection Form

This form may be used to document the selection of vendors for any school- or district-related purchases.

**Service/Item Description:** \_\_\_\_\_

**Purpose of Procurement:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If cost is less than \$20,000.00, record at least 3 verbal quotations below. If cost is more than \$20,000.00, record at least 3 written quotations below and attach copies of the written quotations to this form.

Vendor	Vendor Contact	Price	Quote Date

**Is a contract required for the purchase of goods/services?**  Yes  No

If yes, also attach contract. Note, if purchase is over \$20,000.00, the contract will be submitted for Board approval on the consent agenda of the meeting following the authorization of the purchase.

**Vendor Selected:** \_\_\_\_\_ **Price:** \_\_\_\_\_

**Method of Selection:**  Lowest price awarded  Bid Awarded on Other Criteria

If selection was based on criteria other than lowest bid, please provide brief explanation (e.g., feasibility, availability, quality, timeliness).

*This form should be completed and maintained for a period of three (3) years from the date of purchase of services/materials.*

The requestor's signature below certifies that the information included above is true and correct.

\_\_\_\_\_  
Requestor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date