

Raymore-Peculiar School District  
**Quote Summary Sheet**

(Minimum 3 quotes required for items/services costing at least \$3,500 but less than \$15,000)

Use this form to summarize quotes received and to recommend a vendor for award. Goods may be ordered when Purchase Order has been approved.

Name: \_\_\_\_\_ Dept/School \_\_\_\_\_ Phone: \_\_\_\_\_

Item/Service Requested: \_\_\_\_\_

Note: If you are unable to obtain 3 quotes, contact the Finance Department at [cynthia.byous@raypec.org](mailto:cynthia.byous@raypec.org) or (816) 892-1326.

Indicate the type of quotes obtained: \_\_\_\_\_ On-line catalog \_\_\_\_\_ Telephone \_\_\_\_\_ Email \_\_\_\_\_ Other: \_\_\_\_\_

ATTACH DOCUMENTATION TO SUPPORT THE QUOTES LISTED.

	Date	Vendor Name	Contact Person	Contact Info	Total \$ Amount
1					
2					
3					

Recommended Vendor: \_\_\_\_\_

If you are recommending other than low quote, you are required to provide written justification as to why the low quote was not selected:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Person Obtaining Quotes: \_\_\_\_\_

SCAN THIS SHEET AND SUPPORTING PAGES – ATTACH TO PURCHASE ORDER REQUEST IN KEYNET FINANCIAL

REQ# \_\_\_\_\_