## PAGE # 1 REQUISITION / EXPENDITURE REQUEST

## KANE SCHOOL DISTRICT

Proper Approval is Required on all Requisitions (Before) Placing the Order

_		_							
Requestor:		Payee:	Payee:						
School:		Address:	Address:						
Account Name:		Account No.	Account No.						
Payment byD	istrict Account or School Account	Payment Type:	Payment Type: Check PO or Credit Card						
Quantity	Description - Stock Number	Unit Price	Shipping & Handling	Total Price					
Requestor Signatu	ıre:	Date:	Total						
Approved by:		Data							
Program Director (	if CTE or Computer Technology Budget ) (Re	Date:	— (Only required fo	r District Budgets					
rogram Birector (	if C12 or Computer Technology Buager / (Technology	Date:	•	2 District Buagets					
Principal (Required	for A,B,C & D)								
		Date:							
•	ol District Purchase/Payment Procedures for S 2.ut.us/docs/Policies/Policy%20C-2013/CBE%20S		ee Website						
Select best Requestor' Signature o	ess (CBE Policy Level 1) source, no bids are needed s Signature of Principal & Program Director, if CTE or Computer 7 5000 (CBE Policy Level 2)	Гесhnology							
Minimum Purchase f Quote Doc Requestor'	of two (2) competitive quotes (verbal, email, or written from the supplier offering the lowest quote and meeting numentation must be attached to requisition form and m s Signature of Principal & Program Director, if CTE or Computer 7	the specifications aintained as District Records							
C. \$5000 - \$1  Minimum  Purchase f  Quote Doc  Requestor'  Signature o	10,000 (CBE Policy Level 3) of three (3) competitive written quotes from the supplier offering the lowest quote, meeting the rumentation must be attached to requisition form and m s Signature of Principal & Program Director, if CTE or Computer Tof Business Administrator	specifications aintained as District Records							
	\$50,000 (CBE Policy Level 4)								
Minimum Quote Doc Requestor' Signature	with Business Manager on all purchases. The of three (3) competitive written quotes & may require tumentation must be attached to requisition form and m is Signature of Principal & Program Director, if CTE or Computer Tof Business Administrator	e advertising & fomal bidding aintained as District Records	l by the District Of	<u>fice</u>					
_	Leceived & Checked by:		Date						
ACITIS TIAVE DECILIN	iccorred a checked by.		Date	<del></del>					

## PAGE # 2 QUOTATION SHEET

## KANE SCHOOL DISTRICT

School/Locat	tion:	-			P.O.#			
Program:					Date of Orde	er		
ATTACH COPIES OF EMAIL OR WRITTEN BIDS					Prepared by			
NOTE: Expenditures ordered through one of the		Quote 1		Quote 2		Quote 3		
following require only their price quote attached.  Vendor								
<b>⇒</b>		v chaor						
State Bid		Address						
http://www.purchasing.utah.gov/statecontractdirectory.html		City						
SEDC <a href="http://www.sedc.k12.ut.us/">http://www.sedc.k12.ut.us/</a>		ate & Zip						
http://www.s	edc.k12.ut.us/	Phone #						
Nicholas Foods or Waxie								
		Fax #						
		Email						
		Quoted by						
		tate Bid #						
	_	Terms						
Quantity	Description - Stock Number		Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
	-							
	Delivery/Shipping	Charges						

9/2/2016 Quote Sheet

Total Quote