

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

**Lawrence Public Schools**  
**Purchases**  
**(\$10,000-\$35,000)**  
**Quote Summary Worksheet**

FULL DESCRIPTION w/QUANTITIES OF GOODS/SERVICES REQUIRED FROM THE VENDOR

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	Vendor Name & Address	Contact Name	Phone #	Date	Amt. Quoted
1					
2					
3					

COMMENTS:

VENDOR TO BE AWARDED BID AND REASON

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**THIS FORM MUST ACCOMPANY ALL P.O.'S BETWEEN \$10,000 AND \$35,000. WRITTEN VENDOR QUOTES FOR PURCHASE ORDERS BETWEEN \$10,000 - \$35,000 MUST BE ATTACHED TO THIS FORM. ATTACH ADDITIONAL SHEET IF NECESSARY FOR MULTIPLE PURCHASES.**

VENDOR SELECTED BY: \_\_\_\_\_

RESPONSIBILITY CENTER ADMINISTRATOR \_\_\_\_\_

APPROVED BY \_\_\_\_\_