

6

NORMAN PUBLIC SCHOOLS
Administrative Svc.
131 South Flood
Norman, OK 73069

REQUEST FOR WRITTEN QUOTATION

TO: _____ Vendor Name

Vendor Address

Vendor FAX NUMBER

FROM: _____
DEPARTMENT: _____
RETURN FAX: _____

RETURN QUOTES NO LATER THAN 3:00 p.m.: ____/____/____ (Late quotes will not be considered)

<u>ITEM</u>	<u>QTY</u>	<u>U/M</u>	<u>Part #</u>	<u>ITEM DESCRIPTION</u>	<u>Unit Price</u>	<u>Freight</u>	<u>Total Cost</u>
Example	12	EA.	Twidget76	Part for machine xxy	\$1.95	\$1.60	\$25.00
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							



_____/_____
Printed Name of Authorized Agent / Signature

Date

**Return quote to the fax number listed, by the specified deadline.
BID TABULATION SHALL BE PROVIDED UPON REQUEST**

THANK YOU FOR PARTICIPATING. WISE PROCUREMENT KEEPS OUR DISTRICT STRONG.