

SCHOOL DISTRICT OF SPRINGFIELD TOWNSHIP

STUDENT ACTIVITY FUND

REQUEST FOR QUOTATION

Date: _____ Requested by: _____

ITEM #	QUANTITY	DESCRIPTION	NET COST
			\$
			\$
			\$
			\$
Shipping & Handling			\$
TOTAL QUOTATION			\$

Additional Information: _____

Quotation due date: _____

Delivery due date: _____

Prices firm until: _____

Terms: _____

Vendor Name _____

Address _____

Phone/Fax _____

Vendor Contact Person _____

"All purchases of materials or supplies made by any organization, club, society, or group, or by any school or class, in excess of four thousand dollars (\$10,000.00) shall be made upon solicitation of quotations or bids from three (3) or more responsible manufacturers or dealers in such materials or supplies. All such purchases shall be made from the lowest responsible bidder on the basis of price, quality and service."

Signature of Student Officer

Signature of Faculty Advisor

Signature of Assistant Principal