FLAGSTAFF BORDERTOWN DORMITORY REQUISITION

Name:		Date:							
Department				ion Number:					
		Vendor l	Inform	ation					
Name of	f Company:								
	Address:								
City:		State:		Zip Code:					
Telepho	ne #:		ax #:						
□ \$:	Under \$10,000 10,001 - \$50,000 50,001 - \$100,000 00,001 - \$250,000 Over \$250,000	Requires purchases at best available Requires 3 documented quotes. Requires best price with (3) bona fice Company. Requires (3) bona fade written quote Requires formal bid and approval by	de quoto	es & signature of autho	-	nd the Vendor's			
Qty Item#		Description			Unit Price	Total Amount			
					Subtotal				
	heck to vendor:				Tax				
☐ Ho	old check, to be pi	cked up by:			Shipping				
Justific	action.				Total				
	Flagstaff Bordertown Dor	mitory is hereby authorized to deduct the amount	t from my	payroll should I fail to turn in	the proper receipts Initio	d:			
Requesto	or:			Date:		<u></u>			
Supervis	or:			Date:					
CEO:				Date:					
		FOR BUSINESS (
Reason	☐ Denied :	Date:		Approved:	_ Date:				
			ck/Cred	dit Card:					

QUOTATION FORM For purchases under \$10,000 (Attach to Requisition)

	Name of Supplier	Conta Perso	on W		Phone # called or Website Address (if Applicable)		Date Quotation Obtained	Supplier Accept POs, Checks, Credit Cards
Supplier 1								
Supplier 2								
Supplier 3								
	1							
	Items		Quanti	itv	Supplier 1	Sı	ıpplier 2	Supplier 3
(General Description, i.e. office supplies)			Quarret		Supplier !		ipptici 2	supplier s
			Taylor					
			Taxes Discoun	ı t				
			Deliver					
(Please circle the recommended supplier and price)			Total					
Verbal/Interne	et Quotes obtained by (Pri	nt Name a	and Signatu	re):				