DEXTER CONSOLIDATED SCHOOLS

PO BOX 159, 100 NORTH LINCOLN, DEXTER, NM 88230

(1)Complete form(2)Attach information on Best Obtainable Price(3)Submit to Principal/Program Director(4)Submit to Business Office

PURCHASE ORDER REQUEST

VENDOR INFORMATION: **TODAY'S DATE:**

NAME:
ADDRESS:
CITY,STATE,ZIP:
PHONE:
FAX:
TAX #:

CONTACT/SALESPERSON:

To be completed by Principal/Program Director:	
FUND:	
FUNCTION:	
OBJECT:	
PROGRAM:	
LOCATION:	

AUTHORIZED BY:

Best Obtainable Price:

$500 - $2,000 Attach documentation from 3 sources (catalogs, oral quotes, etc.)
$2,001 -$20,000 Attach written quotes from 3 sources
$20,001 - $60,000 Attach formal written quotes from 3 sources
over $60,000 Competitive Sealed Bids through Business Office
Professional Services over $60,000, Competitive Sealed Bids through Business Office
***No quotes/bids needed if purchasing under a CES or GSA contract. Attach copy of contract.**

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL
			SUB-TOTAL:	
			POSTAGE/SHIPPING/HANDLING:	
			TOTAL:	

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