

Sutherlin School District 130

Code: **DJ-AR**

Revised/Reviewed: 8/19/85; 6/22/98; 7/07/03

Orig. Code(s): SAR-0036

Request for Quotation Procedures

All single-item purchases costing \$5,000 or more will require three price quotes to be completed prior to ordering. Results of price quotes are to be forwarded to the district office with the requisition.

If other than the lowest price is the basis for the decision for ordering, justification for the decision will be provided with the requisition.

A nonresponsive vendor may be included in the results if no replacement vendor is available.