

## **PROCUREMENT BEST PRACTICES QUOTE DOCUMENTATION CHECKLIST**

All quotations must be documented and attached to the IVEE Requisition.

1. Date of Quote:
2. HSD Employee Requesting the Quote:
3. Vendor Name:
4. Vendor Contact Name:
5. Vendor Contact Email:
6. Vendor Contact Phone:
7. Total Amount Of Quote:
8. Is this work being completed under a consortium bid, such as Costars or KPN?
9. How will the District be billed for Time?
10. How will the District be billed for Materials?
11. Shipping and Freight Cost:
12. What is the date range for the work to be completed?
13. Quotation Expiration Date:
14. Additional Information Concerning the Quote: