

**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