

SCHOOL PURCHASING AUTHORIZATION

NOTE: See back of sheet for pertinent information and instructions. A copy of this form must be attached to purchase order. PO # _____ Check # _____

School: Lehi Junior High **Name** _____

#	Quantity	Items	Minimum Specifications

Check One:

State Contract; if so, list number _____

Sole Source; Approval by Purchasing Department _____
List vendor information under #1 below, and give reason this is a sole source under Comments at the bottom of the page.

Phone Quotations (follow instructions on back of form)

1. Vendor _____ Salesperson _____
Phone _____ Delivery Date _____

	DESCRIPTION (To include brand and model number)		UNIT PRICE
#1	_____	\$	_____
#2	_____	\$	_____
#3	_____	\$	_____
#4	_____	\$	_____

2. Vendor _____ Salesperson _____
Phone _____ Delivery Date _____

	DESCRIPTION (To include brand and model number)		UNIT PRICE
#1	_____	\$	_____
#2	_____	\$	_____
#3	_____	\$	_____
#4	_____	\$	_____

3. Vendor _____ Salesperson _____
Phone _____ Delivery Date _____

	DESCRIPTION (To include brand and model number)		UNIT PRICE
#1	_____	\$	_____
#2	_____	\$	_____
#3	_____	\$	_____
#4	_____	\$	_____

Awarded to: _____ **Date** _____

Signature _____

Comments: _____

