



**Clint Independent School District
Federal Procurement
Quote Justification Form**



General Purchase Information

Date: _____	Campus/Dept: _____	Fund: _____
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Purpose of Expenditure: _____

Selected Vendor Justification

Vendor Name: _____	Total Amount Requested: _____
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Reason for Selection:

Required Comparative Quote# 1

Vendor Name Q1: _____	Total Amount Quoted-1: _____
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Notes Q1: _____

Required Comparative Quote# 2

Vendor Name Q2: _____	Total Amount Quoted-2: _____
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Notes Q2: _____

Campus/Department Approval

Name: _____	Signature: _____	Date: _____
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Instructions:

Step-1. Complete this form for all three quotes required for purchases associated with federal funded requisitions.
 Step-2. Once form is completely filled out, save and print form for required signatures.
 Step-3. Scan form with signatures and required vendor quotes together into the Skyward requisition attachment files for procurement approval.