Milton Town School District  
E107-F: Purchase Order Explanation/Justification

1. Please include a brief description of the product or service sought:

2. For purchases greater than $10,000, three quotes and Board approval are required. These quotes may be verbal and will be documented and included with the purchase order.

<table>
<thead>
<tr>
<th>Quotes</th>
<th>Vendor</th>
<th>Amount of Quote</th>
<th>Date Quote Received</th>
<th>Person Providing Quote</th>
<th>Person Receiving Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quote # 1</td>
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<tr>
<td>Quote # 2</td>
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<tr>
<td>Quote # 3</td>
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</tbody>
</table>

3. Accepted Quote: ___________________________________________  ___________________________________________
                  Vendor                  Amount

4. Please provide a brief explanation as to why the above mentioned quote was accepted.

Requested by: ___________________________________________  Date: ____________

________________________________________________________________________

________________________________________________________________________

Principal’s Signature (If Applicable): ____________________________  Date: ____________

Business Manager’s Signature: _________________________________  Date: ____________

Superintendent’s Signature: _________________________________  Date: ____________