

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.

| Quotes: | Vendor: | Amount of Quote: | Date Quote Received: | Person Providing Quote: | Person Receiving Quote: |
|-----------|---------|------------------|----------------------|-------------------------|-------------------------|
| Quote # 1 | | | | | |
| Quote # 2 | | | | | |
| Quote # 3 | | | | | |

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: _____

Date Warned: 02/10/2016
First Reading: 02/29/2016
Second Reading & Date Adopted: 02/29/2016