

QUOTE LOG

(attach all documentation submitted by vendors)

**Processing of Purchases
\$1,000 to \$50,000**

- **Step 1** - Check to see if the required item is available on the M-DCPS Catalog or the S & MD Stock Items catalog. These catalogs are available through the Procurement tab of the SAP Portal. If so, complete the purchase through the SAP catalogs.
- **Step 2** - If the required item is not found on any of the catalogs, identify a minimum of 3 vendors, one of whom should be a certified M/WBE vendor and solicit written quotes pursuant to School Board Policy. A list of certified M/WBE vendors is available on the Office of Economic Opportunity website: <http://mwbe.dadeschools.net>
- **Step 3** - Receive, evaluate and tabulate quotes. If quotes are:
 - a. \$1,000-\$3,000 Purchases should be processed (if not subject to exemptions) at the requester's location using P-Card or Internal Funds. (See Policy 6610-Internal Accounts)
 - b. \$3,000-\$50,000 (or exempted purchases from a.) Create a shopping cart indicating a suggested vendor. If additional supporting documentation exists (quotes, etc.) they must be attached to the shopping cart.

Requests for purchases over \$50,000 will be reviewed by Procurement Management Services for action.

Quote 1

Date of Quote: _____
Vendor Name: _____ **Vendor #:** _____ **M/WBE:** Yes No
Contact Name: _____ **Contact #:** _____

Quote 2

Date of Quote: _____
Vendor Name: _____ **Vendor #:** _____ **M/WBE:** Yes No
Contact Name: _____ **Contact #:** _____

Quote 3

Date of Quote: _____
Vendor Name: _____ **Vendor #:** _____ **M/WBE:** Yes No
Contact Name: _____ **Contact #:** _____

SPECIAL NOTES: