



HOBBS MUNICIPAL SCHOOLS

2015/16

PRICE INQUIRY

Company Name			
Address			
Phone No.			

Quantity	Description	Vendor #1	Vendor #2	Vendor #3

Shipping & Handling		
Delivery Date		
Vendor Employee Name		
Catalog Page Number		

1. This form is to be used to document pricing of any purchases of **\$10,000 or more**.
Attach this Price Inquiry Sheet to your Purchase Order.
2. Quotation must be the bidder's lowest price, F.O.B. Hobbs Municipal Schools.
3. If the bidder is unable to furnish the material as specified and desires to offer a substitution, full details of the substitute must be given.
4. Indicate whether prices were obtained via telephone quotations or by catalog comparisons.
List vendor employee name giving quote via telephone or catalog page number, whichever is applicable.
5. Items shown as "Not Applicable" or "Not Available" do not count and another quote must be obtained for that item.

Date of Inquiry: _____

School: _____

HMS Employee's Signature