

Interlake School Division

Purchasing Summary Form

(For purchases exceeding \$999.99)

Select One:

Quotations (\$1,000 - \$19,999)

Date: _____

Requests for Proposal (\$20,000 - \$49,999)

Public Tender (\$50,000 +)

Location: _____

Room Number(s): _____

Project Description:

Quotations/Proposals/Tenders Received:

	Supplier/Vendor	Total Cost \$ (*)	Notes
1.			
2.			
3.			
4.			

*Note: Attach all supporting documentation

Comments:

Project Awarded to: _____

Purchase Order Number: _____

DATE

SUPERVISOR'S APPROVAL SIGNATURE

DATE

SECRETARY TREASURER'S APPROVAL SIGNATURE

Once completed, please forward a copy to the Division Office
Attention: Finance Department