



## **SCHOOL DISTRICT**

ADMINISTRATION BUILDING  
835 OLD CLAIRTON ROAD  
JEFFERSON HILLS, PA 15025-3131  
PHONE 412-655-8450  
FAX 412-655-9544  
[www.wjhsd.net](http://www.wjhsd.net)

### **POLICY 610 -- QUOTATIONS**

The "Quotation Policy" for the West Jefferson Hills School District will be followed for all purchases costing more than \$2,500 per item but less than \$10,000. Purchases under \$2,500 may be subject to the Quotation Policy at the discretion of the Business Manager, Assistant Superintendent, or Superintendent.

BEFORE items that fall into this price range are ordered, three (3) quotations shall be obtained and recorded on the "Quotation List," properly completed and signed, and shall be attached to the purchase order as part of the District's permanent records. Upon approval of the "Quotation List," the purchase order will be released.

Emergency repairs MAY be exempt from the "Quotation Policy" if the situation warrants immediate attention. In such cases the Assistant Superintendent and/or Business Manager shall be notified.

**QUOTATION LIST**

**WEST JEFFERSON HILLS SCHOOL DISTRICT  
835 Old Clairton Road  
Jefferson Hills, PA 15025**

DATE: \_\_\_\_\_, 20\_\_

Person Seeking Quotations:

\_\_\_\_\_

	COMPANY NAME AND PERSON WHO PROVIDED QUOTE	QTY.	ITEMS & DESCRIPTION	UNIT PRICE	TOTAL
1.					
2.					
3.					

Signatures:

Person seeking quotations \_\_\_\_\_

Assistant Superintendent \_\_\_\_\_

Business Manager \_\_\_\_\_

Date adopted: 11/22/94

Date revised: 3-22-11