

**Monterey County Office of Education
Business Services
Request for Quote Preparation**

The MCOE Business Services Department will assist in the solicitation of 3 written quotes for capital outlay expense equal or in excess of \$2,500.

Department _____ Date _____

Department Contact Name _____ Phone # _____

Technical Specifics of Item(s) (Add attachments, if necessary):

Item 1.

Item 2.

Item3.

Item 4.

Vendors (Minimum of 3):

1. _____ _____ _____	2. _____ _____ _____
Email Address: _____	Email Address: _____
Fax #: _____	Fax#: _____
Phone#: _____	Phone #: _____

3. _____ _____ _____	4. _____ _____ _____
Email Address: _____	Email Address: _____
Fax #: _____	Fax#: _____
Phone#: _____	Phone #: _____

Notes (Add attachments, if necessary):

(Submit completed form to Administrator, Business Services)