

Informal Procurement Example



School: _____

Specification for: 138 count Macoun apples
Grade: US Fancy
4 cases or 4 bushels (both weigh about 40#)
Delivered the first and third week of each month.
Length of contract: 3 months: September-November
Must be free of wax or other surface preservatives.

Farm and Contact Info	Date of Contact	Comments	Price Quote	Quote Accepted

Name of individual obtaining quotes: _____

Chosen Vendor/Farm: _____

