CITY OF BAYARD

Ref # _____ **PO #** _____ **DATE** _____ **VENDOR** _____

_____	ORAL	VENDOR	Display Sales	Temple Display	All American Christmas
_____	TELEPHONE	ADDRESS			
x	WRITTEN	CITY/STATE			
_____	OTHER_____	TELEPHONE #			
		SALESPERSON			

ITEM NO.	DESCRIPTION	QUAN / UNITS	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
	60in Wreath - decorative post	45	564.00	25,380.00	436.12	19,625.40	599.36	26,971.20
	Tree	8	594.00	4,752.00	398.00	3,184.00	792.16	6,337.28
	Candy Cane	6	497.00	2,982.00	195.64	1,173.84	514.76	3,088.56
	Snowman	6	779.00	4,674.00	564.12	3,384.72	548.36	3,290.16
	Reindeer	6	619.00	3,714.00		-	568.36	3,410.16
	Stocking	6	508.00	3,048.00	384.44	2,306.64	553.70	3,322.20
	Santa	6		-	693.00	4,158.00		-
				-		-		-
				-		-		-
				-	Discount	(2,500.00)		-
				-		-		-
				-		-		-
		SUB TOTAL		44,550.00		31,332.60		46,419.56
		SHIPPING		5,040.00				
		FREIGHT						
		TOTAL		49,590.00		31,332.60		46,419.56

City Clerk

Will purchase from South Plains due to availability of parts and service.

To obtain a Purchase Order Number the following must be completed.

_____

Department Supervisor

1. Three quotes are required. (oral, written or by telephone).
2. List quotes on quote sheet
3. You mut have all three signatures/approvals.
4. Receive Purchase Order number from Accounts Payable Clerk.
5. Place orer.

_____

Requested by

NOTE: PO # will ot be issued unitl form is complete.