



2022-2023 Perkins Purchase Request

**PURCHASE
REQUEST
SUBMISSION
DEADLINE:**

**Nov 15
2022**

SUBMIT TO:

Southern Oregon CTE
101 N. Grape St.
Medford OR 97501

Phone: (541)776-8593
Fax: (541)770-8095
Email: cte@soesd.k12.or.us

Requests without

**electronic signatures
and live links
will be returned!**

**DATE
REQUESTED:**

DELIVER TO:

METHOD OF PAYMENT MUST BE VERIFIED BY TEACHER

PLEASE SELECT ONE:

TEACHER NAME:

DEPARTMENT:

TEACHER PHONE:

TEACHER EMAIL:

SCHOOL NAME:

SCHOOL ADDRESS:

**ALL REQUESTS REQUIRE A QUOTE. THREE (3) QUOTES ARE REQUIRED
FOR PURCHASES TOTALING \$5,000 OR MORE.**

1. List the three vendors contacted.
2. Attach the prices quoted
3. CHECK the vendor you would like to use (if the vendor you choose is not the lowest price, explain why they are your choice).

ALL ORDERS MUST CONTAIN BACKUP SHOWING PRICE FOR ITEM

This may consist of a quote, catalog page, webpage, etc.

ALL PERKINS DOCUMENTS WILL REQUIRE ELECTRONIC SIGNATURES

For maintaining live links for purchasing, conventions, conferences and quotes, we are requiring that all documents be authorized using electronic signatures. If you do not have one, please click on the signature box on the next page, above your title, for instructions on how to create one.

		VENDOR 1	VENDOR 2	VENDOR 3	
COMPANY NAME: Address City, State, Zip					
CONTACT:					
PHONE:					
FAX:					
WEBSITE:					
QUANTITY	UNIT	ITEM NUMBER	DESCRIPTION	PRICE	TOTAL
IMPORTANT: INCLUDE SHIPPING AND HANDLING CHARGES					
Hardware/software will require the signature from your district tech department.				TOTAL	
APPROVED BY					DATE:
(Electronic Signature of SOCTEC School District Representative)					
APPROVED BY		_____			DATE:
(Electronic Signature of Tech Department, if necessary)					
APPROVED BY		_____			DATE:
(Electronic Signature of the Regional CTE Coordinator of Region 8)					