



Purchasing Department
Mat-Su Borough School District
690 Cope Industrial Way
Palmer, AK 99645
P: (907) 861-5120 || F: (907) 861-5184

Requesting Department/School

Point of Contact

Phone Number

Fax Number

Company Name: _____ Point of Contact: _____

Phone Number: _____ Fax Number: _____ Email: _____

Quote Number: Quote Date: Quote Due By:

Please return quote to: _____ Email: _____ By: _____

[illegible]

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Were the items made in America?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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***** INSTRUCTIONS TO VENDORS *****

1. All materials must be quoted "FOB _____"
2. Note the EXPECTED DELIVERY DATE: _____
3. The School District desires the quotation to be good for _____ days.
4. No back orders over 90 days from the order date will be accepted.
5. Quote must be signed by an official company representative along with their printed name & title.

Company Name

Date _____

Authorized Signature

Title (Please Print)