**Three Quotes Purchase Form**

In order to ensure that the Trust is securing maximum value for money, for all single purchases of £5,000 and over in value, we require three separate quotes to be obtained.

**Purpose**

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|  |

**Constraints**

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**Quote Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Supplier(Quote Ref No) | Quote Amount | Accepted Y/N | Reason for selection or rejection & comments on value for money |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Signature of Chief Operating Officerfor authorisation:

Date Authorised:

Please submit this form to the Finance Team for audit purposes to finance@girlslearningtrust.org.