

Quote Documentation/Summary

To be used for purchases greater than \$500.00 and less than \$30,000.00

Purchases in the amount of \$0 to \$500 require no permanent documentation. Purchases in an amount \$500, up to \$3,500 (including shipping & handling) require a minimum of 2 documented oral quotes from qualified vendors. Quotes must be documented below. Purchases in an amount \$3,500 up to \$30,000 require 3 written quotes from participating vendors. Written quotes must be summarized below and attached to this document. Purchases > than \$30,000 must be obtained by the Procurement Manager through a formal procurement method.

		Vendor 1		Vendor 2		Vendor 3		
Department		Quote Date						
Requestor		Vendor Name						
Product Description (Include model or item number, catalog number if applicable)		Phone/Contact						
		Promise Date						
Sole Source ____ Reason: Emergency ____								
Item #	Qty	Description	\$/Unit	Total	\$/Unit	Total	\$/Unit	Total
Awarded To:								

Department Head Signature _____