



INSTRUCTIONS:
 DEPARTMENTS MUST OBTAIN AT LEAST 3 WRITTEN QUOTES FOR ALL PURCHASES UP TO \$6,880. THIS FORM ALONG WITH THE WRITTEN QUOTES MUST BE ATTACHED TO THE REQUISITION FOR PURCHASING REVIEW. ONCE THE REQUISITIONS IS APPROVED, THE DEPARTMENT CAN PROCEED WITH THE PURCHASE.

<u>STREET/ P.O. BOX:</u>				
<u>CITY, STATE, ZIP CODE:</u>				
<u>FEDERAL I.D. NUMBER:</u>				
<u>TELEPHONE NUMBER:</u>				
<u>CONTACT PERSON:</u>				

QUANTITY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL

DESCRIPTION OF ITEMS(S)

VENDOR'S TOTAL PRICE				
BILLING TERMS				
DELIVERY DATE				
DATE QUOTE WAS OBTAINED				

EXPLANATION WHY LOWEST BIDDER NOT SELECTED:

PERSON OBTAINING QUOTATIONS:

PRINTED NAME _____ DATE _____

SIGNATURE _____ EXTENSION _____ TITLE _____