

QUOTATION AND SUMMARY SHEET

To be used by departments for obtaining quotations up to \$25,000.00. All quotations are subject to review and approval by the Department of Procurement.

Req. No. _____ Acct. No. _____ Dates quotes received _____

Person requesting quotes _____ Phone _____

COMPANIES CONTACTED: **NOTE:** IF THIS IS A SOLE SOURCE, COMPLETE THE SOLE SOURCE JUSTIFICATION SHEET INSTEAD.

VENDORS:

A. _____ PHONE _____ CONTACT _____

B. _____ PHONE _____ CONTACT _____

C. _____ PHONE _____ CONTACT _____

D. _____ PHONE _____ CONTACT _____

Description of Items/Services: _____ Quantity _____

VENDOR	ITEM 1	ITEM 2	ITEM 3	ITEM 4	ITEM 5	ITEM 6	TOTAL

**COMPLETE NAME AND ADDRESS
OF SUCCESSFUL VENDOR:**

TERMS:

_____ F.O.B. (Shipping/Costs): _____

_____ DELIVERY TIME: _____

_____ FED. ID#: _____

REASONS FOR A WARD:

(A) _____ low bid

(B) _____ Other (specify) _____

IMPORTANT NOTE: Obtaining these quotes does **NOT** constitute authorization for a department to proceed with placing an order. This quotation and summary sheet must be submitted to Procurement with a requisition for approval.