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 __________________

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>ITEM 1</th>
<th>ITEM 2</th>
<th>ITEM 3</th>
<th>ITEM 4</th>
<th>ITEM 5</th>
<th>ITEM 6</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

COMPLETE NAME AND ADDRESS OF SUCCESSFUL VENDOR: ___________________________

TERMS:

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

DELIVERY TIME: ___________________________

FED. ID#: ___________________________

REASONS FOR AWARD: (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.