

QUOTATION INFORMATION

PO NO. \_\_\_\_\_

You must complete this side with the information you have gathered from at least three vendors if your total requisition request is \$5,000 or more. (You may use the "Request for Quotation" NCR form available from the Purchasing Office to elicit this information from the vendors: DO NOT send this form to vendors for quotes.)

Individual Securing Quotes \_\_\_\_\_ Phone \_\_\_\_\_

Budget Manager's Signature **X** \_\_\_\_\_ Date \_\_\_\_\_

(Required for processing)

1. Vendor \_\_\_\_\_

Quotation Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_

Total Quoted Price \$ \_\_\_\_\_ Quote good for \_\_\_\_\_  
(Length of time or dates)

Does quote include shipping charges? \_\_\_\_\_ Yes \_\_\_\_\_ No If not, add'l cost \$ \_\_\_\_\_

Does quote include setup and/or installation? \_\_\_\_\_ Yes \_\_\_\_\_ No If not, add'l cost \$ \_\_\_\_\_

How did you acquire this information? \_\_\_\_\_ Telephone \_\_\_\_\_ Written \_\_\_\_\_ Other \_\_\_\_\_

Can Meet delivery date of \_\_\_\_\_ Yes \_\_\_\_\_ No

2. Vendor \_\_\_\_\_

Quotation Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_

Total Quoted Price \$ \_\_\_\_\_ Quote good for \_\_\_\_\_  
(Length of time or dates)

Does quote include shipping charges? \_\_\_\_\_ Yes \_\_\_\_\_ No If not, add'l cost \$ \_\_\_\_\_

Does quote include setup and/or installation? \_\_\_\_\_ Yes \_\_\_\_\_ No If not, add'l cost \$ \_\_\_\_\_

How did you acquire this information? \_\_\_\_\_ Telephone \_\_\_\_\_ Written \_\_\_\_\_ Other \_\_\_\_\_

Can Meet delivery date of \_\_\_\_\_ Yes \_\_\_\_\_ No

3. Vendor \_\_\_\_\_

Quotation Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_

Total Quoted Price \$ \_\_\_\_\_ Quote good for \_\_\_\_\_  
(Length of time or dates)

Does quote include shipping charges? \_\_\_\_\_ Yes \_\_\_\_\_ No If not, add'l cost \$ \_\_\_\_\_

Does quote include setup and/or installation? \_\_\_\_\_ Yes \_\_\_\_\_ No If not, add'l cost \$ \_\_\_\_\_

How did you acquire this information? \_\_\_\_\_ Telephone \_\_\_\_\_ Written \_\_\_\_\_ Other \_\_\_\_\_

Can Meet delivery date of \_\_\_\_\_ Yes \_\_\_\_\_ No

Suggest order be placed with \_\_\_\_\_

REASON, if not lowest price \_\_\_\_\_

Note: If not an acceptable reason, this request will be returned for further clarification before processing. Contact the Purchasing Office for further information or assistance.

\*\*\*\* NOTE: SEND ALL QUOTATIONS TO PURCHASING OFFICE \*\*\*\*