

**LINN-BENTON COMMUNITY COLLEGE
QUOTATION GENERAL PURCHASES SUMMARY FORM**

All procurement shall comply with applicable governing rules and laws - Contact purchasing first for any extraordinary purchases, construction, furniture, or dollar thresholds exceeding \$50k or \$100k. x4332

PO No _____

REQUIRED FORM WHEN PURCHASE TOTAL IS **\$10,000.00** OR MORE & MUST HAVE THREE (3) WRITTEN QUOTES FROM VENDORS ATTACHED. (The lowest, all-inclusive price submitted shall be selected unless compelling reasons prevail to choose otherwise - please see notation area below.) - - - **Fill out form fields as COMPLETE as possible to avoid delay** - - -
OPTIONAL USE FOR PURCHASES RANGING FROM \$5000.00 TO \$9999.99, OR LESS THAN \$5K.

INDIVIDUAL SECURING QUOTES _____ PHONE _____
BUDGET MANAGER'S SIGNATURE _____ DATE _____
(REQUIRED FOR PROCESSING)

1 **FOAPAL(s)** _____

VENDOR QUOTE #1 _____
CONTACT PERSON&EMAIL _____ PHONE _____
ADDRESS _____
QUOTED TOTAL PRICE \$ _____ QUOTE GOOD FOR _____
(LENGTH OF TIME OR DATES)
DOES QUOTE INCLUDE SHIPPING CHARGES? YES NO IF NOT, ADDT'L COST \$ _____
DOES QUOTE INCLUDE SETUP AND/OR INSTALLATION? YES NO IF NOT, ADDT'L COST \$ _____
HOW DID YOU ACQUIRE THIS INFORMATION? EMAIL WRITTEN OTHER _____
CAN MEET DELIVERY DATE OF _____ YES NO

2

VENDOR QUOTE #2 _____
CONTACT PERSON&EMAIL _____ PHONE _____
ADDRESS _____
QUOTED TOTAL PRICE \$ _____ QUOTE GOOD FOR _____
(LENGTH OF TIME OR DATES)
DOES QUOTE INCLUDE SHIPPING CHARGES? YES NO IF NOT, ADDT'L COST \$ _____
DOES QUOTE INCLUDE SETUP AND/OR INSTALLATION? YES NO IF NOT, ADDT'L COST \$ _____
HOW DID YOU ACQUIRE THIS INFORMATION? EMAIL WRITTEN OTHER _____
CAN MEET DELIVERY DATE OF _____ YES NO

3

VENDOR QUOTE # 3 _____
CONTACT PERSON&EMAIL _____ PHONE _____
ADDRESS _____
QUOTED TOTAL PRICE \$ _____ QUOTE GOOD FOR _____
(LENGTH OF TIME OR DATES)
DOES QUOTE INCLUDE SHIPPING CHARGES? YES NO IF NOT, ADDT'L COST \$ _____
DOES QUOTE INCLUDE SETUP AND/OR INSTALLATION? YES NO IF NOT, ADDT'L COST \$ _____
HOW DID YOU ACQUIRE THIS INFORMATION? EMAIL WRITTEN OTHER _____
CAN MEET DELIVERY DATE OF _____ YES NO

ORDER REQUESTED WITH _____
(NAMED VENDOR)

*IF NOT LOWEST PRICE OFFER, EXPLANATION FOR SELECTION: _____

*EXPLANATION MUST BE ACCEPTABLE AND COMPELLING REASONS OR REQUEST WILL BE RETURNED FOR FURTHER CLARIFICATION BEFORE PURCHASE IS AUTHORIZED.

CONTACT PURCHASING FOR INFORMATION OR ASSISTANCE AT ANY TIME x4332

NOTE: AFTER ENTERING YOUR PO IN BANNER, SEND ALL QUOTES, FORMS, AND DOCUMENTS TO PURCHASING