



Informal Quote Form

Supporting documentation of quotes received MUST be attached to the form.
Purchases over \$8,000 and up to \$50,000 require a minimum of three (3) informal quotes if not covered by an existing competitive solicitation. The quote responses must be in email form or on company letterhead.

			VENDOR #1	VENDOR #2	VENDOR #3
Date	Requisition #	Vendor Name			
School / Department / Cost Center		Vendor Phone			
Contact		Contact Person			
		Email Address			

Item	Quantity	Unit	Description	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
				Total		Total		Total	
				Award		Award		Award	