



Informal Quote Form

Procurements from \$8,000 and up to \$49,999 require a minimum of three (3) informal quotes if not covered by an existing competitive solicitation. Quote information must be scanned as an attachment to the requisition when submitted. If three (3) quotes are not received, documentation should be submitted showing the effort made to obtain at least three (3) quotes. The Board encourages solicitation of at least one (1) quote from an SBE vendor for applicable products or services.

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

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	