



Oral Quotes for Material/Services

Submit this form with your requisition for all vendors not on state contract or another purchasing consortium with expenses encumbered for purchase costing at least \$10,000 but less than \$50,000.

Cost is not always the determining factor. The vendor can be chosen if the overall needs can only be met by that particular vendor (time needed, matching existing items, etc.) This must be documented.

Date: _____ Date Material/Services Needed: _____ School/Department: _____

Completed by: _____ Supervisor: _____ Business Manager: Aracely Soto

Material Services Needed: _____

Quote 1:

Date of Call: _____ Vendor Name: _____

Vendor Phone Number: _____ Vendor Representative (person giving quote): _____

Description: _____

Part Number: _____

Unit Price: _____ Freight Charge: _____ Sale Tax: _____ Total Cost: _____

Notes/Details: _____

Quote 2:

Date of Call: _____ Vendor Name: _____

Vendor Phone Number: _____ Vendor Representative (person giving quote): _____

Description: _____

Part Number: _____

Unit Price: _____ Freight Charge: _____ Sale Tax: _____ Total Cost: _____

Notes/Details: _____

Quote 3:

Date of Call: _____ Vendor Name: _____

Vendor Phone Number: _____ Vendor Representative (person giving quote): _____

Description: _____

Part Number: _____

Unit Price: _____ Freight Charge: _____ Sale Tax: _____ Total Cost: _____

Notes/Details: _____

Signature: _____ Date: _____