



**PRICE QUOTATION FORM**

Suffolk County Community College's *Procurement Policy* requires that **three quotes** must be obtained as a prerequisite to written approval for the purchase of materials, supplies and equipment ("commodities"), or for the acquisition of nonprofessional services, labor or construction ("public works") which fall within the following monetary thresholds:

**Purchase of Commodities**  
**\$1,000.01 - \$20,000**

**Procurement of Public Works**  
**\$1,000.01 – \$35,000.00**

**NAME, TITLE AND DEPARTMENT/OFFICE OF SCCC EMPLOYEE SUBMITTING QUOTES:**

\_\_\_\_\_

**DESCRIPTION OF COMMODITY/IES OR SERVICES:** \_\_\_\_\_

\_\_\_\_\_

**1. NAME OF VENDOR OR SERVICE PROVIDER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**2. NAME OF VENDOR OR SERVICE PROVIDER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**3. NAME OF VENDOR OR SERVICE PROVIDER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

In accordance with the *Procurement Policy*, a good faith effort shall be made to obtain the required number of quotations. If, for any reason, you were unable to obtain the requisite number of quotations, state the reasons why such quotes could not be obtained, and the efforts made to acquire the required quotes:

\_\_\_\_\_

\_\_\_\_\_