

INSTRUCTIONS:  
 QUOTES ARE AUTHORIZED BY  
 COLLEGE PURCHASING REGULATIONS  
 IN LIEU OF SEALED BIDS FOR ITEMS UP TO  
 \$5,000. DEPARTMENTS SHALL  
 OBTAIN AT LEAST 3 WRITTEN QUOTES  
 PRIOR TO AWARDING THE CONTRACT. THIS  
 FORM ALONG WITH THE WRITTEN QUOTES  
 MUST BE ATTACHED TO THE CHECK RE-  
 QUEST FORM FOR PAYMENT PROCESSING.

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<b><u>STREET/ P.O. BOX:</u></b>				
<b><u>CITY, STATE, ZIP CODE:</u></b>				
<b><u>FEDERAL I.D. NUMBER:</u></b>				
<b><u>TELEPHONE NUMBER:</u></b>				
<b><u>CONTACT PERSON:</u></b>				

QUANTITY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL

**DESCRIPTION OF ITEMS(S)**

	<b>VENDOR'S TOTAL PRICE</b>						
<b>EXPLANATION WHY LOWEST BIDDER NOT SELECTED:</b>	<b>BILLING TERMS</b>						
	<b>DELIVERY DATE</b>						
	<b>DATE QUOTE WAS OBTAINED</b>						

PERSON OBTAINING QUOTATIONS:

PRINTED NAME \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ EXTENSION \_\_\_\_\_ TITLE \_\_\_\_\_