



Three Price Quote Form

Procurement Compliance Sheet

MGL Chapter 30B, 4(a) states: "seek...quotations from...persons customarily providing such supply or service." A copy of this and all other documentation must be kept in your records and one set should be attached to the invoice when submitting for payment. This information must be kept on file for six years.

Notes: This sheet is mandatory for procurements that cost from \$10,000 to \$49,999
All price quotes must be in writing from the vendor

Detailed description of the product of service (or attach scope/specifications)

Vendor 1: Quoted Price (attach written quote) _____

Company Name: _____

Phone Number: _____ Date: _____

Fax Number: _____ Email: _____

Address: _____

Vendor 2: Quoted Price (attach written quote) _____

Company Name: _____

Phone Number: _____ Date: _____

Fax Number: _____ Email: _____

Address: _____

Vendor 3: **Quoted Price (attach written quote)** _____

Company Name: _____

Phone Number: _____ Date: _____

Fax Number: _____ Email: _____

Address: _____

NOTES:

Signature of person soliciting quotes Date: _____

Procurement Awarded to: _____

Reason for procurement award: _____

As Chief Procurement Officer, I certify that I have reviewed backup documentation for the above procurements and that all laws concerning procurements have been adhered to:

Signature of Chief Procurement Officer Date: _____

