



REQUEST FOR QUOTATIONS

DOCUMENTATION FOR QUOTATIONS VERBAL AND/OR WRITTEN



(Please print or type)

	VENDOR 1				VENDOR 2				VENDOR 3							
	Telephone No:															
	Vendor Name:															
(Date)	Certified Minority:				Yes		No		Yes		No		Yes		No	
	Address:															
(Division)	City/State/Zip:															
	Delivery Date:															
(Buyer)	Quoted By:															
	Shipping/Freight:															

Item	Quantity	Unit	Description	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
1									
2									
3									
4									
5									
6									
7									
8									
Please Check Type, as appropriate: Verbal _____ Written _____				Total					
				Award					

If Total Purchase is not made from one Vendor, circle extended price of items awarded and sum awards at bottom of column.

Single Quote Explanation/Documentation of Single Source:



REQUEST FOR QUOTATIONS



(Please print or type)

VENDOR INFORMATION

	Telephone No:				
	Vendor Name:				
(Date)	Certified Minority:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Address:				
(Division)	City/State/Zip:				
	Delivery Date:				
(Buyer)	Quoted By:				
	Shipping/Freight:				

Item	Quantity	Unit	Description	Unit Price	Extended Price
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
Please Check Type, as appropriate:				Total	

Verbal _____ Written _____ Faxed _____ Emailed _____ U S Mail _____

* Retain on file current year plus 3 years

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DOCUMENTATION REQUIREMENTS FOR VERBAL OR WRITTEN QUOTATIONS

Specific methods and documentation are required for purchases of commodities/contractual services per State Board of Education's Administrative Policies and Procedures and rule 6A-1.012. Listed below are instructions for the quotation process and related documentation requirements for various dollar levels of the procurement process.

PURCHASE AMOUNT

DOCUMENTATION

Less than \$2,500

Purchase shall be carried out using good purchasing practices which **may** include written quotations or written records of telephone quotations. Documentation, if obtained, should be submitted with the Purchase Requisition.

\$2,500 to \$50,000

Purchases shall be carried out documenting two or more written quotations or written record of telephone quotations or informal bids to be opened upon receipt, whenever practical. Should verbal quotations be received, name and address of company and \$ amount quoted shall be a part of the written documentation (SEE FIRST PAGE OF THIS FORM). If at least two quotations are not received, a statement documenting why they were not received must be shown. If the commodity or service is available from a single source, documentation shall be provided on the quote sheet.

***** Documentation of any verbal and/or written quotations or informal bids must be provided with each Requisition for Purchase submitted to the Sponsor's Purchasing Section. Please complete the first page of this form completely as indicated. Failure to provide complete documentation as listed above may seriously delay the procurement process. Documentation of quotations applies to all purchases either by Purchase Order or Contractual Services Agreement. *****