

**QUOTATION FORM**

<b>INSTRUCTIONS:</b> Use this form to obtain and record quotes from at least three (3) vendors where required. After quotes have been recorded, this form must be signed and submitted to the Office of Procurement & Contracting along with copies of the quotes.	Vendor Name:							
	Address:							
	Telephone Number:							
	Date of Quotation:							
	Notified of Prevailing Wage (✓)							
<b>Description of Goods/Services:</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total</b>	<b>Unit Price</b>	<b>Total</b>	<b>Unit Price</b>	<b>Total</b>
<b>NOTE:</b> If the lowest-priced vendor is not selected, please explain:	Freight Costs:							
	Vendor's Total:							
	Discount Terms:							
	Comments:							
I certify that competition has been solicited and quotations obtained in accordance with current Procurement & Contracting regulations and procedures.			Requisition Number: (Required Field)					
Signature of person obtaining quotations: _____			SIGNATURE & TITLE		_____ DATE			