

SUMMARY QUOTE SHEET

(This form must be uploaded and attached to the requisition entered in nVision)

If a Bid or State Contract is NOT used, submit this form for all purchases between \$5,000 and \$9,999. Purchases from \$10,000 to \$19,999 require formal written quotes attached. There are no exceptions.

ITEM OR ITEMS REQUESTED: _____

VENDOR NAME: _____
VENDOR _____ CONTACT: _____
ADDRESS: _____
PHONE #: _____ FAX# _____ DATE QUOTE
RECEIVED: _____ QUOTE AMOUNT: _____ WRITTEN OR VERBAL (circle one)
COMMENTS: _____
NAME OF EMPLOYEE OBTAINING
QUOTE: _____ SIGNATURE: _____

VENDOR NAME: _____
VENDOR _____ CONTACT: _____
ADDRESS: _____
PHONE #: _____ FAX# _____ DATE QUOTE
RECEIVED: _____ QUOTE AMOUNT: _____ WRITTEN OR VERBAL (circle one)
COMMENTS: _____
NAME OF EMPLOYEE OBTAINING
QUOTE: _____ SIGNATURE: _____

VENDOR NAME: _____ VENDOR
CONTACT: _____
ADDRESS: _____
PHONE #: _____ FAX# _____
DATE QUOTE RECEIVED: _____ QUOTE AMOUNT: _____ WRITTEN OR VERBAL (circle one)
COMMENTS: _____
NAME OF EMPLOYEE OBTAINING
QUOTE: _____ SIGNATURE: _____

Quote Awarded
to: _____
Requestor's
Signature: _____