



Date:	
Person/Dept. Requesting Quote:	
Requisition #	

**PURCHASING DEPARTMENT  
WRITTEN QUOTATION DOCUMENTATION FORM  
FOR AMOUNTS: \$500.00 - \$49,999.99**

	VENDOR 1	VENDOR 2	VENDOR 3
<b>Company:</b>			
<b>Contact Person:</b>			
<b>City/State:</b>			
<b>Telephone #:</b>			
<b>Email:</b>			

ITEM #	Qty	Descriptions/Specs	Unit Price Vendor 1	Unit Price Vendor 2	Unit Price Vendor 3
		<i>Freight Charges</i>			
		<i>Delivery Date After Receipt of PO</i>			
		<b>TOTAL</b>	\$	\$	\$

<b>RECOMMENDED VENDOR</b>	
<i>If LOW QUOTE NOT Recommended need justification</i>	

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_