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SUMMARY OF QUOTATIONS

This form is to be completed, and included as an attachment when entering a requisition that requires more than one quotation.

This form should be scanned as the first page with the quotes; attach the scanned packet to the requisition and use **the “Quotation/Proposal” label** from the drop-down list in CSI.

***At least two quotes are required for any purchase of $6,600 or more.***

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| **Department:** |  | **Supervisor:** |  |

Brief Description of Items you are purchasing: (example- Video Equipment for Classroom Use)

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| **VENDOR #** | **VENDOR NAME** | **TOTAL $ OF QUOTE** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |