



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
Company:			
Contact Person:			
City/State:			
Telephone #:			
Email:			

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>			
		TOTAL	\$	\$	\$

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

Administrator Signature _____ Date _____