

State regulations require the purchases greater than \$5000 but not more than \$15,000 be supported by telephone or fax quotations from at least three BONA FIDE, qualified prospective vendors. The award must be made to the vendor with the lowest price who also meets or exceeds the required specifications.

PROCEDURE:

1. Obtain the written confirmation of price (email or formal quote) from the vendor providing the lowest quote.
2. Enter an online purchase requisition using the quotation from the successful lowest bidder (Shipping charges are to be included in the lowest bid total). Please include the vendor contact name, address, phone number and email address.
3. Attach this completed form and quote to the online requisition and submit to the purchasing office.

ORDERING DEPARTMENT: _____

UNO EMPLOYEE OBTAINING QUOTE: _____

PHONE: _____

DESIRED DELIVERY DATE: _____

ITEMS TO BE ORDERED:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

BID AWARDED TO VENDOR: (1) (2) (3) AMOUNT: \$ _____

PURCHASE REQUISITION NO. _____

QUOTATIONS RECEIVED:

1. VENDOR NAME: _____ SEB: (Y / N)
 PHONE _____ FAX _____
 CONTACT PERSON: _____
 EMAIL FOR PO: _____
2. VENDOR NAME: _____ SEB: (Y / N)
 PHONE _____ FAX _____
 CONTACT PERSON: _____
 EMAIL FOR PO: _____
3. VENDOR NAME: _____ SEB: (Y / N)
 PHONE _____ FAX _____
 CONTACT PERSON: _____
 EMAIL FOR PO: _____

| ITEM # | QTY | UNIT PRICE #1 | TOTAL PRICE #1 | UNIT PRICE #2 | TOTAL PRICE #2 | UNIT PRICE #3 | TOTAL PRICE #3 |
|---------------|-----|---------------|----------------|---------------|----------------|---------------|----------------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| SHIPPING COST | | | | | | | |
| FINAL COST | | | | | | | |