

State regulations require the purchases greater than \$10,000 but not more than \$20,000 be supported by telephone or fax quotations from at least three BONA FIDE, qualified prospective vendors/suppliers. The award must be made to the vendor/supplier 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/supplier 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/supplier 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/SUPPLIER: ( 1 ) ( 2 ) ( 3 ) AMOUNT: \$** \_\_\_\_\_

**PURCHASE REQUISITION NO.** \_\_\_\_\_

**QUOTATIONS RECEIVED:**

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