



PURCHASING DEPARTMENT
 605 E Broad Street, Bldg. 300
 MANSFIELD, TX 76063
 Phone 817-299-6090
 Fax 817-473-5780

QUOTE GUIDELINES

ALL purchases will be made through approved vendors when available, regardless of price.

If an item is not on a current bid three quotes must be obtained if spending Federal Funds. (Phone, Online Website, Vendor Catalog, etc.) Attach screen shots for online quotes or copies of catalog pages for backup.

If the item can only be purchased from a non-approved vendor, you must document that at least two approved vendors were contacted. List all vendors contacted on the form, indicating that they did not have the product requested.

Indicate the requested vendor in the space provided. If vendor selected does not offer the lowest cost, a full explanation shall be provided. (For instance, a vendor may be chosen regardless of higher cost if time requirements are better or if additional products and/or services are offered.)

If an item is available from more than one approved vendor, it is recommended, that you get three quotes to obtain the best price.

Quote must be attached to Requisition in Skyward.

<input type="checkbox"/> Federal Funds <input type="checkbox"/> General Funds
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QUOTE FORM							
All information requested must be completed. If vendor is not in Skyward, you must complete the necessary vendor paperwork. Attach additional sheets if necessary.							
<i>Include vendor name, contact and phone number.</i>		Vendor #1		Vendor #2		Vendor #3	
Item Description <small>Include catalog/item #</small>	Qty	Unit Price	Ext Price	Unit Price	Ext Price	Unit Price	Ext Price
Freight <small>(Total shipping and handling charges)</small>							
TOTAL COST							
<i>List the vendor you prefer to use; give an explanation if not using the lowest price quoted.</i>							

CAMPUS/DEPARTMENT _____

PRINT NAME _____ **EMAIL** _____

PHONE _____ **FAX** _____ **DATE** _____