

QUOTE BY PHONE DOCUMENTATION

If using federal funds, please attach written quotes to the requisition. A screenshot of a online shopping cart is acceptable.

Date: _____

Requisition Number: _____

If Applicable, Bid Number: _____

Department/School & Program: _____

Contact Name and Phone Number: _____

Description or Purpose of Request: _____

1. Company Name: _____ Phone: _____

Contact Person: _____ Fax: _____

Price: _____

Availability: _____

Shipping & Handling: _____

Other Terms or conditions: _____

2. Company Name: _____ Phone: _____

Contact Person: _____ Fax: _____

Price: _____

Availability: _____

Shipping & Handling: _____

Other Terms or conditions: _____

3. Company Name: _____ Phone: _____

Contact Person: _____ Fax: _____

Price: _____

Availability: _____

Shipping & Handling: _____

Other Terms or conditions: _____
