

**Informal Quote Summary**

# Use this form for requests up to and including $50,000.00.

# Department Contact Information

(Person to contact if Procurement Services has questions)

Name:

Department Name:

Department Code: (4 Digit):

Phone:

Email:

# Small Business

Does this project include a Small Business Subcontracting Plan? Yes [ ]  No [ ]

Were small businesses included in the request? Yes [ ]  No [ ]

If no, why?

# Summary

Number of suppliers solicited:

Number of quotes received:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Quote #1** | **Quote #2** | **Quote #3** |
| Supplier Name |       |       |       |
| Price |       |       |       |
| Written/Verbal |       |       |       |
| If verbal, vendor contact information (name, title, phone number/email address) |       |       |       |

\*Attach any written documentation, quotes, etc. Documentation is key.

Selected Supplier:

If you did not select the lowest priced supplier, justify why.

Is the selected supplier a small businesses? Yes [ ]  No [ ]