



EDGAR QUOTE DOCUMENTATION FOR FEDERAL FUND OR GRANT PURCHASES

Use this form for documentation of quotes received and to recommend vendor for award

- **MICRO-PURCHASES** – under \$3,500.00
 - Considered reasonable
 - Distributed equitably among qualified suppliers
 - No quote needed
- **VERBAL QUOTES NEEDED**
 - PURCHASE ITEMS / SERVICES - \$3,500.00 - \$24,999.00
 - Minimum three (3) verbal quotes
 - Complete quote documentation sheet – scan and attach to requisition in eFinance
 - Purchasing will review and approve
- **WRITTEN QUOTES NEEDED**
 - PURCHASE ITEMS / SERVICES - \$25,000.00 - \$149,000.00
 - Minimum three (3) written quotes
 - Complete quote documentation sheet – scan and attach with written quotes to requisition in eFinance
 - Purchasing will review and approve

Staff Member: _____ Campus/Department: _____

Signature of Person Obtaining Quotes _____ Budget Code: _____

Description of Item / Service Requested: _____

#	Date	Vendor Name	Contact Person	Phone # or Email	Total \$ Amount Quoted
1					
2					
3					
4					

Recommended Vendor

If not recommending the lowest price quote, provide written justification as to why the low quote was not selected:
