

Quotes Worksheet

Purchases up to \$500.00 should be made from **approved vendors**. Purchases of \$500.00 to \$2000.00 are to be made from approved vendors if possible. Verbal (use form below) quotations with item, date and cost are to be attached to the purchase order.

Purchases **greater than \$2000.00 but less than \$10,000.00** are to be made from approved vendors. **Written quotations from at least (3) approved vendors must be received** and written quoted prices documented on the purchase order.

Purchases **greater than \$10,000.00** contact the purchasing department.

Work Order # _____

All quotes (verbal or written) must include the following:

Description of item _____

Quantity Requested _____

Vendor Name _____

Vendor Phone Number _____

Salesperson _____

Total Cost of Purchase _____

Vendor Name _____

Vendor Phone Number _____

Salesperson _____

Total Cost of Purchase _____

Vendor Name _____

Vendor Phone Number _____

Salesperson _____

Total Cost of Purchase _____

Please attach any written quotes and copy of work order for final approval.

Approved by _____ Date _____