

**Procurement Process Documentation Quote ($5,000+) Form**

The department should select the vendor quoting the lowest price for the specified materials, supplies, equipment, or services. **The purchase of a product or service other than the lowest price option must be approved by the president.** The department will enter a purchase order in the financial purchasing system to encumber funds in advance and complete the purchase by approved purchase order at the quoted price prior to placing the order.

Dept Name: Acct Code: \_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Description of item/service requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| Quote Tabulation Summary | | | |
| Vendor Name | City/State | Total Price | Enter “**X**”  for selected vendor |
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Justify below if any of the following is applicable: a) three quotes cannot be obtained, b) the lowest quote was not selected, or c) the purchase was not made using the informal quote process.

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**Federal Funds**: Check this box if the purchase is using federal dollars. Vendor status verified.

Name (print) Signature Date (requestor) Name (print) Signature Date (Dept Head) Kent Rogers, Executive Director of IT Signature Date (IT Approval) \*

Lorelle Davies, VP / CFO Signature Date (CFO Approval)

\*Any purchase of computer-related equipment, software, application, or subscription requires IT approval.

**This completed form and copies of all written quotes must be attached to the purchase requisition.**