**Small Purchase Process - Request for Quotes**

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| --- | --- |
| **Staff name & title obtaining quotes** | Click or tap here to enter text. |
| **Staff name & title of awarding vendor** | Click or tap here to enter text. |
| **Vendor selected** | Click or tap here to enter text. |
| **Rationale for selection** | Click or tap here to enter text. |
| **Notification method & date** | Click or tap here to enter text. |
| **Item description** | Click or tap here to enter text. | **Quantity** | Enter text. |

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| --- |
| **Specifications**:Click or tap here to enter text. |
|  | **Vendor 1** | **Vendor 2** | **Vendor 3** |
| **Vendor name** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Address** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Contact name** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Email address** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Phone** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Fax** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Per unit price** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Tax** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Shipping** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Other charges** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Total price** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Quote expiration date** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Notes** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Instructions to complete the Small Purchase Process - Request for Quotes form**

1. Follow Small Purchase Process Policy.
2. Develop the specifications for the item needed (do not use a vendor’s specifications).
3. Enter the specifications section.
4. Contact at least three (3) vendors for written quotes. Methods may be obtained but are not limited to:
	1. Call and ask for quote. Follow-up with written quote, or:
	2. Go online and get vendor quote. Print quote, or;
	3. Email Small Purchase Process -Request for Quotes document requesting a quote.
5. Identify the most responsible vendor with the most responsive quote with the lowest price.
6. Document on the Small Purchase Process - Request for Quote form the rationale for choosing/not choosing each vendor. If not going with the lowest quote, explanation must be documented.
7. File the quotes to the Small Purchase Process - Request for Quote document.
8. Notifying vendors of the award decision is best practice.

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