

DOCUMENTATION OF ORAL QUOTES

All purchases made in the open market shall be consummated after careful pricing. (See policy CHC.)

Date: _____ Name of Individual Soliciting Quote: _____

Complete description of goods, services, material, equipment, and quantity for which quote is being solicited:

Vendor/Company Location and Mailing Address: _____

Telephone No. _____ Fax No. _____ E-mail _____

Name and Title of Individual Providing Quote: _____

Quote/Price: _____

Other Considerations: Indicate if the price is delivered, warranty or guarantee conditions if applicable, return policy where applicable, and any other pertinent information, including past service record.

Anticipated/Expected Date of Delivery: _____

(NOTE: This completed form is to accompany the requisition and becomes a part of the purchase order backup documentation.)