Informal Quote Summary

Use this form for requests between $10,000.01 and $50,000.00.

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**Department Contact Information**
(Person to contact if Procurement Services has questions)

- Name:
- Department Name:
- Department Code: (4 Digit):
- Phone:
- Email:

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**Small Business**

- Does this project include a Small Business Subcontracting Plan? **Yes** □  **No** □
- Were small businesses included in the request? **Yes** □  **No** □
- If no, why?

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**Summary**

- Number of suppliers solicited:
- Number of quotes received:

<table>
<thead>
<tr>
<th>Supplier Name</th>
<th>Quote #1</th>
<th>Quote #2</th>
<th>Quote #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written/Verbal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If verbal, vendor contact information (name, title, phone number/email address)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Attach any written documentation, quotes, etc. Documentation is key.*

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**Selected Supplier:**

- If you did not select the lowest priced supplier, justify why.
- Is the selected supplier a small businesses? **Yes** □  **No** □