



QUOTE COMPARISON FORM
(WRITTEN \$2,500.01 TO \$10,000)

TO: PROCUREMENT DEPT.

FROM: _____ **DATE:** _____
(SCHOOL/DEPT.)

REQUISITION #: _____ **PO#:** _____

GENERAL DESCRIPTION OF ITEMS:

(MINIMUM OF 3 WRITTEN QUOTES MUST BE ATTACHED AND ANY ADDITIONAL INFORMATION)

VENDOR NAME	CONTACT PERSON	TOTAL COST (EXCLUDING SALES TAX)
1.		
2.		
3.		

NOTES:

