

## Telephone Quotes, \$10,000 but not exceeding \$20,000 in Accordance with Executive Order No. JML 24-114

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### **PO Type: TQ – Telephone Quotes (\$10K - \$20K)**

#### **Purchase order is issued to vendor.**

Price quotations shall be solicited by the Requesting Department from three (3) or more bona fide, qualified vendors for purchases exceeding \$10,000 but not exceeding \$20,000.

Quotations may be made by telephone, facsimile, written, or other means and shall be awarded on the basis of the lowest responsive quotation unless such quotation is impracticable or unreasonable.

Whenever possible, at least one (1) of the bona fide, qualified vendors shall be a certified small entrepreneurship or a certified veteran owned small entrepreneurship. **Contact Business Affairs-Purchasing Section for this vendor's information.**

When the price is determined to be reasonable, the requirement to solicit three (3) quotations may be waived when purchasing from a certified small entrepreneurship or a certified veteran owned small entrepreneurship. Reasonable is a best-value determination based on price, delivery, service, and/or any other related factors. This determination is to be maintained in the file.

#### **The following are required to complete the procurement process:**

1. Completed and Approved Purchase Requisition
  - Must be entered in Banner with all appropriate approvals.
  - Must enter Quote Number in Document Text.
  - Include detailed description of goods or services, account codes, and vendor information.
2. Supporting Documentation
  - Signed Telephone Quotation Tabulation form (Purchasing website under General Forms).
  - Email original quote from successful vendor to Purchasing at [purchasing@nsula.edu](mailto:purchasing@nsula.edu).
3. Purchase Order
  - Purchasing will issue an official Purchase Order and email it to the vendor.
4. Invoice Submission
  - Send the original invoice or receipt to Business Affairs – Accounts Payable.
5. Timely Submission
  - All documents must be submitted promptly to avoid processing delays.
  - Once items have been delivered the requesting department will complete online receiving.

# TELEPHONE QUOTATION TABULATION

## NORTHWESTERN STATE UNIVERSITY

Purchasing Department



NOTE: PRICE IS TO INCLUDE ALL COSTS FOR FREIGHT, SHIPPING HANDLING, ETC.

Purchases between \$10,000 and \$20,000 may be made by telephone or facsimile from at least three (3) bona fide, prospective bidders, and purchases may be awarded on the basis of the lowest responsive quotation received. Written confirmation of price should be obtained from the successful bidder. Whenever possible, at least one (1) of the qualified vendors shall be a certified small and emerging business, a small entrepreneurship, or a veteran or service-connected disabled veteran-owned small entrepreneurship. (See Purchasing website for link to lists.)

			#1		#2		#3	
<b>VENDOR NAME</b> <b>ADDRESS</b> <b>CITY, STATE, ZIP</b> <b>Person Contacted:</b> <b>Phone Number:</b>								
DESCRIPTION	UOM	QTY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1				\$		\$		\$
2				\$		\$		\$
3				\$		\$		\$
4				\$		\$		\$
5				\$		\$		\$
TOTAL AMOUNT				\$		\$		\$

Quotes Obtained By: \_\_\_\_\_

Approved by Budget Unit Head: \_\_\_\_\_

Purchasing Approved By: \_\_\_\_\_

\_\_\_\_\_  
Budget Unit Head

\_\_\_\_\_  
Purchase Requisition No.

NOTE: SIGNED BID QUOTE REQUIRED FROM LOWEST BIDDER.