

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.)

DESCRIPTION	UOM	QTY	#1		#2		#3	
			UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1				\$		\$		\$
2				\$		\$		\$
3				\$		\$		\$
4				\$		\$		\$
5				\$		\$		\$
TOTAL AMOUNT				\$		\$		\$

Quotes Obtained By: _____

Budget Unit Head _____

Approved by Budget Unit Head: _____

Purchase Requisition No. _____

Purchasing Approved By: _____

NOTE: SIGNED BID QUOTE REQUIRED FROM LOWEST BIDDER.

Note: Form to be duplicated by departments as needed.