

**Purchasing and Acquisition
Formal Bid Categories & QISV Vendors**

\$2000 to \$4,999
(Over \$5,000 requires three written quotes)

Price Quotations by Telephone
At Least Three Phone Quoted Prices Required

Date _____ School/Department _____

Purchase _____

Requestor: _____

Company	Area Code	Talked To	Total Cost	Delivery Date	Accepted Rejected

If not purchasing from the low bidder please explain:

Approved: _____

Date: _____