

**Purchasing and Acquisition  
Non – Bid Items**

**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: \_\_\_\_\_