

**DOCUMENTATION OF ORAL QUOTES**

All purchases made in the open market shall be consummated after careful pricing. (See policy CHC.)

Date: \_\_\_\_\_ Name of Individual Soliciting Quote: \_\_\_\_\_

Complete description of goods, services, material, equipment, and quantity for which quote is being solicited:

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Vendor/Company Location and Mailing Address: \_\_\_\_\_

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Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail \_\_\_\_\_

Name and Title of Individual Providing Quote: \_\_\_\_\_

Quote/Price: \_\_\_\_\_

Other Considerations: Indicate if the price is delivered, warranty or guarantee conditions if applicable, return policy where applicable, and any other pertinent information, including past service record.

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Anticipated/Expected Date of Delivery: \_\_\_\_\_

(NOTE: This completed form is to accompany the requisition and becomes a part of the purchase order backup documentation.)