

## Summary Sheet

### Informal Quote Summary Form

University Procurement & Contract Services standard operating rules and procedures require informal quotes for purchases with a value of \$10,000.00 up to \$49,999.99. This requirement is satisfied by one of the following: 1) obtaining three informal quotes, 2) Use an existing [Purchasing Agreement](#) , 3) Use a [State](#) , [Cooperative Contract](#), or [GSA](#).

**Complete this form to record Informal Quotes for purchases between \$10,000.00 up to \$49,999.99.**

### INSTRUCTIONS

University Procurement & Contract Services standard operating rules and procedures require informal competitive bidding for purchases with a value of **\$10,000.00 up to \$49,999.99**.

Complete all required fields and attach written quotes.

If vendor submitting the lowest quote was not chosen, please provide a justification for the decision in the space below\*.

Attach this completed form and any corresponding information in ESM.

Quote Number:	Awarded Vendor:	Amount:
---------------	-----------------	---------

**Description of items or services to be purchased:**

<b>Vendor Name &amp; Quote Number</b>	<b>Vendor Name &amp; Quote Number</b>	<b>Vendor Name &amp; Quote Number</b>
<b>Total Amount</b>	<b>Total Amount</b>	<b>Total Amount</b>

**\*Justification for vendor selection if lowest bidder was not selected:**

Vendors quotes obtained prior to placing orders and requisition in accordance with current UTC standard operating procedures.

**Requestor Name & Date:**