

# Verbal Quotations

## Purchasing Department

### Quotation information

Requisition (RPO) #: \_\_\_\_\_ Date: \_\_\_\_\_  
 School/Department: \_\_\_\_\_  
 Quotations good thru: \_\_\_\_\_

### How to use this form

Use this form as documentation for verbal quotes required by our procurement procedure. Once you complete this form, forward to the purchasing department immediately.

Vendor: \_\_\_\_\_  
 Person quoting: \_\_\_\_\_  
 Telephone number: \_\_\_\_\_  
 \_\_\_\_\_  
 Signature of person obtaining quotes

Name & Description	How Packaged	Quantity	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	
If you do not accept low quote, explain below. _____ _____ _____ _____ _____				Sub total		Sub total		Sub total		Sub total	
				S. C. tax		S. C. tax		S. C. tax		S. C. tax	
				Discount		Discount		Discount		Discount	
				Freight		Freight		Freight		Freight	
				<b>Total</b>		<b>Total</b>		<b>Total</b>		<b>Total</b>	

