

QUOTE SUMMARY & JUSTIFICATION
for
CONSTRUCTION SERVICES – \$25,000 - \$74,999
MATERIALS/SUPPLIES & CONSULTING SERVICES – \$10,000 - \$119,099
MAINTENANCE REPAIRS – \$15,000 - \$119,099

Description: _____

Requisition No: _____

Required Delivery Date: _____

Quote	VENDOR	CONTACT NAME	PHONE	EMAIL	AMOUNT
#1					\$
#2					\$
#3					\$
#4					\$
#5					\$

P.O. JUSTIFICATION

[X] all boxes that apply to this order.

Provide copies of supporting documentation/emails including quotes and vendor responses

[] Competitive

[] Lowest quote selected

[] Lowest quote not selected (Please provide additional details in the Notes section below)

[] Vendor did not quote compatible specification.

[] Vendor cannot perform within required time.

[] Competition attempted (see list for names), only one responded. (Please attach emails)

[] Competition was not attempted.

[] Sole / single source (See attached Single/Sole Source Form Exhibit A)

[] Emergency Purchase (Attach Emergency Resolution)

(Notes): _____
