



Request for Quote No: _____

Quote Summary/Cost Analysis

Prepared by: _____ Campus/Department

Description:			
Vendor A	Vendor B	Vendor C	Vendor D
COST	COST	COST	COST
COST	COST	COST	COST

Recommended vendor for award: _____

Justification for award: _____

Instructions: Note the person who has prepared the summary and the Campus/Department who requested the quotes. Description must detail the need and purpose of the quotes. List vendors from whom quotes were obtained. List vendors total cost quoted. You must complete the recommended vendor for award and the justification/reason you are recommending that vendor.

Quote tabulation **MUST** be submitted to purchasing along with all quotes obtained.