

# GISD Quote Summary

The GISD Quote Summary sheet is typically used for purchases that do not exceed \$50,000; however, they can be used for one-time Co-operative contract purchases over \$50,000. In the shaded spaces below, the end user is to provide all applicable information necessary for the GISD Purchasing Office to issue a quote number for final purchase. All GISD purchase requirements must be met for the quotes to be valid. A minimum of three (3) suppliers must be contacted when three or more are available.

**NOTE:** The end user should not proceed with the purchase until a quote number is issued by the Purchasing Office.

Purchasing Office Information Only	
Buyer:	Date:
<input type="text"/>	<input type="text"/>
Comment:	
<input type="text"/>	
QUOTE #:	(Assigned by GISD Purchasing Office)
<input type="text"/>	

## Quote Information

DESCRIPTION:  DATE:  PUR REQ # (IF KNOWN):

CAMPUS/DEPT:  ORG #:  CONTACT:  PHONE:

## Supplier Information

TOTAL # OF SUPPLIERS:

	Vendor #1	Vendor #2	Vendor #3	Vendor #4 (if applicable)
Company Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City/State	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Person	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Response Type	<input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Other	<input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Other	<input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Other	<input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Other
Comments:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Quote Responses

Item / Service Description	Qty	Unit	Vendor #1		Vendor #2		Vendor #3		Vendor #4	
			Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
*Shipping / Freight Cost (if applicable)										
			Total		Total		Total		Total	

\*All shipping / freight cost must be included in the total

## Award Information

Recommended Vendor(s):  Award Amount:  Reason for Award: