

## **Quotation Record Form**

lame:	Date:
	nt:
Description of item(s) or service(s):	
Vendor 1:	
Price:	Quote Dated:
	☐ Website/Catalogue Listing ☐ Phone/Verbal ☐ Written Proposal
	☐ Preferred Source ☐ State/SUNY Contract ☐ MWBE/SDVOB ☐ Open Market
	Received: Yes $\square$ No $\square$ Document Attached: Yes $\square$ No $\square$
	: Name:
	Phone #:
Comments:	
Vendor 2:	
Price:	Quote Dated:
	☐ Website/Catalogue Listing ☐ Phone/Verbal ☐ Written Proposal
	☐ Preferred Source ☐ State/SUNY Contract ☐ MWBE/SDVOB ☐ Open Market
	eceived: Yes $\square$ No $\square$ Document Attached: Yes $\square$ No $\square$
	Name:
	Phone #:
Vendor 3:	
	Quote Dated:
Quote Method:	☐ Website/Catalogue Listing ☐ Phone/Verbal ☐ Written Proposal
Quote Method: Vendor Type:	<ul> <li>□ Website/Catalogue Listing</li> <li>□ Phone/Verbal</li> <li>□ Written Proposal</li> <li>□ Preferred Source</li> <li>□ State/SUNY Contract</li> <li>□ MWBE/SDVOB</li> <li>□ Open Market</li> </ul>
Quote Method: Vendor Type: Written Quote Rec	<ul> <li>□ Website/Catalogue Listing</li> <li>□ Phone/Verbal</li> <li>□ Written Proposal</li> <li>□ Preferred Source</li> <li>□ State/SUNY Contract</li> <li>□ MWBE/SDVOB</li> <li>□ Open Market</li> <li>Decived: Yes</li> <li>□ No</li> <li>□ Document Attached: Yes</li> <li>□ No</li> </ul>
Quote Method: Vendor Type: Written Quote Red Vendor Contact: N	<ul> <li>□ Website/Catalogue Listing</li> <li>□ Phone/Verbal</li> <li>□ Written Proposal</li> <li>□ Preferred Source</li> <li>□ State/SUNY Contract</li> <li>□ MWBE/SDVOB</li> <li>□ Open Market</li> </ul>