

COST QUOTATION

DATE:	
DESCRIPTION OF TIEM TO BE PURCHASED	
VENDOR'S NAME	
PERSON PROVIDING QUOTE	
ITEM (BRAND NAME & MODEL)	
QUOTE	\$
ADDITIONAL INFORMATION:	
DATE:	
DESCRIPTION OF TIEM TO BE PURCHASED	
VENDOR'S NAME	
PERSON PROVIDING QUOTE	
ITEM (BRAND NAME & MODEL)	
QUOTE	\$
ADDITIONAL INFORMATION:	
DATE:	
DESCRIPTION OF TIEM TO BE PURCHASED	
VENDOR'S NAME	
PERSON PROVIDING QUOTE	
ITEM (BRAND NAME & MODEL)	
QUOTE	\$
ADDITIONAL INFORMATION:	

DECISION

VENDOR CHOSEN	ITEM CHOSEN (Brand and Model)	QUOTE (Justify if Quote is not the lowest)	LOWEST

REQUESTED BY:

APPROVED BY:

Date: _____

Date: _____