ROGERS STATE UNIVERSITY

Quote Tabulation Sheet

SHIP TO: _____

INVOICE TO: _____

REQUISITION NO: _____

DATE OF SOLICITATION: _____

QUOTES DUE BY: _____

		Company #1		Company #2		Company #3	
	COMPANY NAME:						
	ADDRESS:						
	NAME OF PERSON GIVING QUOTE:						
	DATE QUOTE RECEIVED:						
	DELIVERY DATE:						
ITEM	QUANTITY	MATERIAL DESCRIPTION	Per Unit	Total	Per Unit	Total	Per Unit	Total

NAME OF PERSON RECEIVING QUOTES _____ TITLE _____ NAME OF CPO _____ TITLE _____

SIGNATURE _____ DATE _____ SIGNATURE _____ DATE _____

This form is to be used for quotes between $5,000 and $50,000. Anything over $50,000 will need to be directed to the Purchasing Office for a formal bid request.
Rev. 09/2008