**RECORD OF VERBAL QUOTATIONS**

$4,000 to $14,999: Generally a minimum of three oral quotations or sole source justification should be obtained.

* Complete and attach the Record of Verbal Quotation (FDS–FS–022).
* A written quotation should be obtained from the vendor selected and submitted to the Fiscal Office with the appropriate purchase order or expense forms.
* For special events, the rationale for using a preferred location may be provided in lieu of a quote.
* If the lowest quotation is not selected, justification for selection should be stated.

$15,000 and up: Generally must be accompanied by three written quotations or sole source justification.

* Submit all three written quotations to the Fiscal Office with the appropriate purchase order or expense forms.
* For special events, the rationale for using a preferred location may be provided in lieu of a quote.
* If the lowest quotation is not selected, justification for selection should be stated.

Sole Source Justification.

* A sole source justification must include the following details:
  1. Description of the product and/or service to be purchased and how they meet your needs.
  2. The unique design/performance features that the product/service has that are essential to your requirements and are not available from other vendors/sources.

Part A. Description of goods/services for which quotation is solicited:

Part B. Quotations solicited (Minimum of three):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Vendor | Contact  Name & Title | Phone No. | Date & Time  of Quote | Amount  Quoted |
| 1) |  |  |  |  |
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| 2) |  |  |  |  |
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| 3) |  |  |  |  |
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| 4) |  |  |  |  |
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| 5) |  |  |  |  |
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Part C. Justification for inability to obtain minimum of three quotations:

Attach written quotation for vendor selected. If lowest quotation is not selected, please include the justification for the selection.

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Name of Individual soliciting quotations