

# Verbal Quotation Form

For Purchase Requisition Number: \_\_\_\_\_

	Name of Supplier	Name of Employee Spoken To	Telephone Number Called (if Applicable)	Date Quotation Obtained	Does the Supplier Accept LPOs
Supplier 1					
Supplier 2					
Supplier 3					

Items	Quantity	Supplier 1	Supplier 2	Supplier 3
(Please circle the recommended supplier and price)	Discount			
	Delivery			
	<b>Total</b>			

Verbal Quotes obtained by (Name and Signature) \_\_\_\_\_

Why was the successful Supplier Chosen? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Quote Approved by (Name and Signature) \_\_\_\_\_