ROWAN UNIVERSITY

SUMMARY OF TELEPHONE QUOTATIONS

INSTRUCTIONS:
Where telephone quotations are authorized by the State College contracts law in lieu of sealed bids, college departments may obtain three quotations to expedite the Purchasing process. After quotations are received enter the low bid vendor on the FRS system. Indicate in the body of the Requisition that bid summary will follow. Mail Bid summary to Purchasing Department. All items must be completed for each vendor. The signed form is attached to the Purchase Order for the permanent file and is subject to audit.

ACCOUNT NUMBER	FISCAL YEAR
DATE OF QUOTATION	REQUISITION NUMBER

VENDOR INFORMATION

DESCRIPTION OF ITEM(S)	QUANTITY	ORDERING UNIT	NAME OF VENDOR / STREET ADDRESS / CITY / STATE / ZIP / FEDERAL IDENTIFICATION NUMBER	UNIT PRICE	TOTAL PRICE	NAME OF VENDOR / STREET ADDRESS / CITY / STATE / ZIP / FEDERAL IDENTIFICATION NUMBER	UNIT PRICE	TOTAL PRICE	NAME OF VENDOR / STREET ADDRESS / CITY / STATE / ZIP / FEDERAL IDENTIFICATION NUMBER	UNIT PRICE	TOTAL PRICE	NAME OF VENDOR / STREET ADDRESS / CITY / STATE / ZIP / FEDERAL IDENTIFICATION NUMBER	UNIT PRICE	TOTAL PRICE	NAME OF VENDOR / STREET ADDRESS / CITY / STATE / ZIP / FEDERAL IDENTIFICATION NUMBER	UNIT PRICE
	VENDOR'S TOTAL PRICE															
	CONTACT NAME															
	DATE															
	PHONE NUMBER															

I certify that competition has been solicited and quotations obtained in accordance with current College regulations governing purchases.

(Signature of person obtaining quotations)

TITLE

DATE