

## Procurement Form

(Note: must obtain a minimum of 3 quotes)

Organization Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Contract # \_\_\_\_\_

Indicate type of procurement: e.g. \_\_\_\_\_  
 materials, product, supplies or service

Specify/Describe Purchase: \_\_\_\_\_

Small Purchase (\$500-\$1,000) - telephone or online quotes are acceptable

Large Purchase (over \$1,000) - requires written quotes  
 \*

	Vendor Name	Address	Contact Name	Phone Number	Telephone/Online or Written Quote*	Unit Cost	Total Cost	Selected Yes/No
1								
2								
3								
4								
5								
6								

Organization Signature:		Date:	
Project Manager Approval:		Date:	

\* Note: written quotes must be submitted with Procurement Form