COLLEGE OF CHARLESTON
RECAP OF QUOTES

RQ/TC #_____ $2,500 to $10,000 DATE_____

THREE REQUIRED

One **MBE** vendor required (if available)

(Official Record – Prepare in Ink) PERSON SOLICITING QUOTES _____

All vendors must be quoting on exactly the same item(s)/services. Give each the same description. Be sure to ask for shipping costs (next to bottom line).

Attach written quotes on vendor letterhead.

	VENDOR					**MBE**
	PHONE #					
	FAX #					
	PERSON QUOTING:					

QTY	**UI**	Description of Materials/Services (Be Explicit)	EA SC **TOTAL** US	EA SC **TOTAL** US	EA SC **TOTAL** US	EA SC **TOTAL** US	EA SC **TOTAL** US
SHIPPING AND HANDLING COST							
TOTAL (W/O TAX)							

Procurement Officer will award and issue purchase order after receipt of properly completed requisition and quote sheet.

PF08 08/2007