

## Quote Tabulation Form

**Return this completed form to the Procurement Department via email to [muprocurement@methodist.edu](mailto:muprocurement@methodist.edu) noting the requisition number, or attach the document(s) to the requisition. Also include the quotes received and the scope of work or stated requirements that was sent to the vendors to request the quote.**

**Quote Thresholds:**

1. Quotes up to \$5,000: Competitive quotes recommended, but not required
2. Quotes \$5,000 - \$9,999: Two (2) or more competitive quotes required
3. Quotes \$10,000+: Three (3) or more competitive quotes required

**General Requirements:**

1. Existing or New Vendor: A list of all vendors that have been approved to do business with the University is maintained by the Accounts Payable department. New vendors will require a New Vendor form and a W9 prior to committing to proceed.
2. Agreement to Terms: If an agreement (i.e., contract, lease, license, memorandum of understanding, etc.) is required to procure the goods and/or services, Procurement must review the document(s) for compliance, and route for signature.

	<i>Vendor 1</i>	<i>Vendor 2</i>	<i>Vendor 3</i>
<b>Company Name:</b>			
<b>Contact Person's Name:</b>			
<b>Phone Number:</b>			
<b>Email Address:</b>			
<b>Brief Product / Service Description (attach details):</b>			
<b>Price *:</b>	\$	\$	\$
<b>Delivery Date / Lead Time: (if applicable)</b>			

\* PRICE IS TO BE FIRM FIXED PRICE AND INCLUDE ALL COSTS FOR PARTS, LABOR, SERVICES, FREIGHT, SHIPPING, HANDLING, TRAVEL, TAXES, ETC.