



Quote Comparison Form

Dollar Threshold	# of Quotes needed per NFC Procedure	# of Quotes needed per NFC Procedure on federal grant purchases
< \$3,000.00	No quotes required	No quotes required
\$3,000.00 - 5,000.00	No quotes required	1 quote required
\$5,000.01 - 10,000.00	<u>2</u> quotes required	<u>2</u> quotes required
\$10,000.01 - 65,000.00	<u>3</u> quotes required	<u>2</u> quotes required

Section A:

Date: _____ Quotes obtained by: _____

Details and specifications of the work to be completed or the item(s) to be purchased:

Section B:

If written quotes were obtained, please submit them to the purchasing department with this completed form. Fields denoted with the asterisk (*) only need to be completed IF using a documented telephone quote for comparisons.

Company A	Company B	Company C
Name: _____	Name: _____	Name: _____
Total Price Quoted:	Total Price Quoted:	Total Price Quoted:
*Quoted By:	*Quoted By:	*Quoted By:
*Date Quoted:	*Date Quoted:	*Date Quoted:
*Company Phone #:	*Company Phone #:	*Company Phone #:

*these fields only need to be completed if comparing prices based on documented telephone quote

Comments pertinent to the quotes obtained or purchase requisition: (explain any special circumstances)

These quotes were obtained to support requisition number: