

**QUOTE SUMMARY & JUSTIFICATION**  
**for**  
**CONSTRUCTION SERVICES – \$25,000 - \$74,999**  
**MATERIALS/SUPPLIES & CONSULTING SERVICES – \$10,000 - \$114,799**  
**MAINTENANCE REPAIRS – \$15,000 - \$114,799**

Description: \_\_\_\_\_

Requisition No: \_\_\_\_\_

Required Delivery Date: \_\_\_\_\_

Quote	VENDOR	CONTACT NAME	PHONE	EMAIL	AMOUNT
#1					\$
#2					\$
#3					\$
#4					\$
#5					\$

**P.O. JUSTIFICATION**

[ X ] all boxes that apply to this order.

Provide copies of supporting documentation/emails including quotes and vendor responses

- [ ] Competitive
  - [ ] Lowest quote selected
  - [ ] Lowest quote not selected (Please provide additional details in the Notes section below)
    - [ ] Vendor did not quote compatible specification.
    - [ ] Vendor cannot perform within required time.
- [ ] Competition attempted (see list for names), only one responded. (Please attach emails)
- [ ] Competition was not attempted.
  - [ ] Sole / single source (See attached Single/Sole Source Form Exhibit A)
  - [ ] Emergency Purchase (Attach Emergency Resolution)

(Notes): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_