Informal Quote Summary (IQS)

An IQS must be attached to purchase orders of $25,000-100,000 if there is no RFP or other competitively bid contract, and the

- department or Procurement was not able to obtain multiple quotes; or
- selected supplier is not the lowest bidder

Selected Supplier: ____________________________________________________________

Item Description: __________________________________________________________

Identify the suppliers solicited below. Attach the quote(s) that were received, along with this completed form to the requisition.

<table>
<thead>
<tr>
<th>Solicited Supplier #1</th>
<th>Solicited Supplier #2</th>
<th>Solicited Supplier #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quote $</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Response ☐ Yes ☐ No</td>
<td>☐ Yes ☐ No</td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

Provide justification for source selection below if:

☐ Selected supplier does not offer the lowest price
☐ Multiple quotes were not solicited
☐ Multiple quotes were not received

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Completed By: _______________________________________________________________