

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.

	Solicited Supplier #1	Solicited Supplier #2	Solicited Supplier #3
Supplier Name			
Date			
Quote	\$	\$	\$
Response	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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: _____