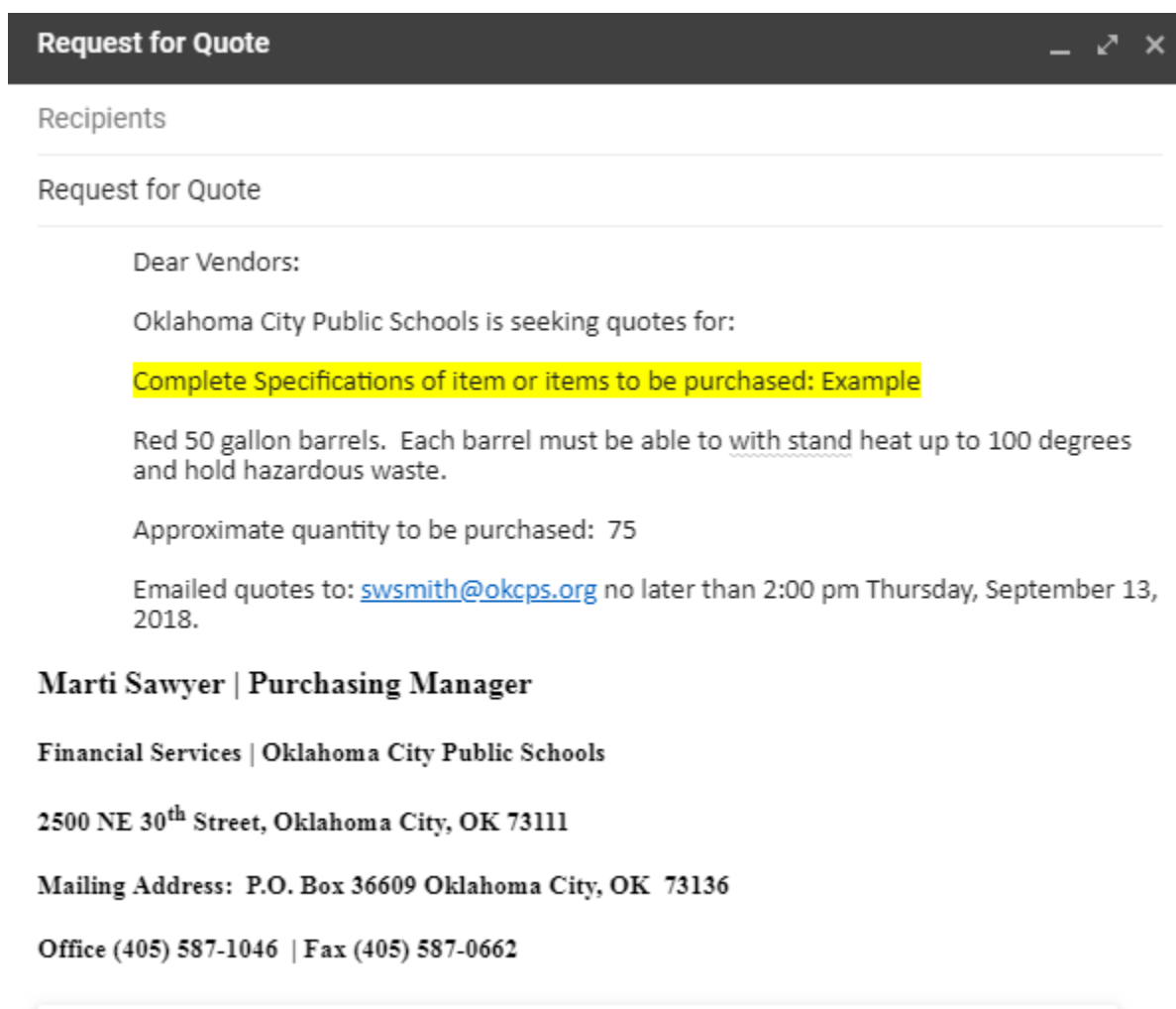


How to Request a Written Quote from Vendor:

1. Determine what item or items that are going to be purchased.
2. Identify potential vendors where the item(s) can be procured from.
3. Prepare email to request quotes. (See sample email). Be sure to use read receipt on emails.
4. Determine what criteria will be used to choose the vendor for the item(s)
5. Send email to all identified vendors at the same time.
6. Review all quotes to determine if each vendor meets the pre-determined criteria.
7. Choose vendor to procure the item(s).

Sample Email:



If it is a Primary Vendor then only a quote from the Primary Vendor is required to purchase the item(s).