



Sponsored Programs Abstract of Quotations

Requisition Number:

This form, or a memorandum for the record containing the same information, shall be completed for all informal quotation purchase requisitions that are \$25,000.01 or higher. It provides an easy method of summarizing the facts in order to determine that pricing is fair and reasonable in the market place for the same or similar products/services. It provides clear and concise back up documentation to justify the issuance of a purchase order. Please attach the completed abstract, written quotes (if needed), and any other informational material to the purchase requisition and forward to SP for approvals. It is always in the best interest of Cal Maritime departments/projects to obtain quotes in writing to insure the terms and conditions of sale are known prior to purchase.

The products/services to be ordered are as follows (please use separate sheet if necessary):
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1. Suggested Supplier:

Name:

Address:

City:	State:	Zip Code:
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Contact Name:	E-Mail:
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Telephone Number:	Fax Number:
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Price(s) (use separate sheet if necessary):

2. Alternate Supplier:

Name:

Address:

City:	State:	Zip Code:
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Contact Name:	E-Mail:
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Telephone Number:	Fax Number:
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Price(s) (use separate sheet if necessary):



3. Alternate Supplier:		
Name:		
Address:		
City:	State:	Zip Code:
Contact Name:	E-Mail:	
Telephone Number:	Fax Number:	
Price(s) (use separate sheet if necessary):		

Signature and Title of Requestor:	Date:
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