

5 PURCHASING DEPARTMENT

Verbal Bid Tabulation Sheet

*Fill out attach to requisition

Project: _____
Requestor: _____
Location: _____

Bid Request: _____ Close Date: _____ Vendors Queried: _____ Vendors Respond.: _____	Vendor 1		Vendor 2		Vendor 3		Vendor 4		Vendor 5	
	P/unit \$	Total \$	P/unit \$	Total \$	P/unit \$	Total \$	P/unit \$	Total \$	P/unit \$	Total \$
Item 1: _____ _____										
<i>Shipping:</i> _____ ITEM #1 TOTAL:										
Item 2: _____ _____										
<i>Shipping:</i> _____ ITEM #2 TOTAL:										
Item 3: _____ _____										
<i>Shipping:</i> _____ ITEM #3 TOTAL:										
Additional Components of Bid Exceptions:										
Notes:										

Originator/Budget Sponsor: _____