

MEMORIAL UNIVERSITY OF NEWFOUNDLAND

Quotation Summary Log

Item	Description of Goods	Quantity
1		
2		
3		
4		

Item	Name of Supplier	Quotation No.	Quote
1			
2			
3			
4			

Date:	Purchase Order Issued:
Prepared by:	

- a) Purchases between \$0 and \$1,000 require no quotations.
- b) Purchases between \$1,000 and \$2,500 require at least 3 telephone or current catalogue quotations.
- c) Purchases between \$2,500 and \$10,000 require at least three written quotations. Written quotes are to be kept on file by the Department.
- d) NO QUOTATIONS OBTAINED (explanation) _____

Original: To be attached to commitment copy of purchase order
 Copy 1: For Department files