

NC State University – Departmental Quote Form for Non-Contract Purchases < \$5000

Department:			Vendor #1		Vendor #2		Vendor #3	
			Quoted By:		Quoted By:		Quoted By:	
Date:								
Qty	Unit	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Total Amount of Quotation			\$	\$	\$	\$	\$	\$
Payment Terms: (Net 30; Net 20; Net 10)								
Delivery Terms: (Vendor Pays Freight/Dept Pays Freight)								
Delivery Date:								
Awarded to (note voucher number under awarded vendor):								

Additional Comments: _____

