

## STATE OF NEW JERSEY SUMMARY OF TELEPHONE QUOTATIONS

**INSTRUCTIONS:**

Where telephone quotations are authorized by the Procurement Bureau in lieu of sealed bids and pursuant to the current Direct Purchase Authorization circular, State agencies shall use this form to obtain and record quotations from at least three (3) vendors prior to issuing a purchase order. After quotations have been recorded, this form must be signed and attached to the agency copy of the purchase order for the permanent file.

**VENDOR INFORMATION**

<p>COMMODITY CODE</p> <p>FISCAL YEAR</p> <p>SAV1 CODE S/M/W</p> <p>ACCOUNT NUMBER</p> <p>DATE OF QUOTATION</p>			VENDOR NAME		VENDOR NAME		VENDOR NAME		VENDOR NAME	
			ADDRESS		ADDRESS		ADDRESS		ADDRESS	
			FED. IDENTIFICATION NO.		FED. IDENTIFICATION NO.		FED. IDENTIFICATION NO.		FED. IDENTIFICATION NO.	
			TELEPHONE NO.		TELEPHONE NO.		TELEPHONE NO.		TELEPHONE NO.	

DESCRIPTION OF ITEM(S)	QUANTITY	ORDERING UNIT	UNIT COST	TOTAL PRICE	UNIT COST	TOTAL PRICE	UNIT COST	TOTAL PRICE	UNIT COST	TOTAL PRICE
<b>REMARKS:</b>	VENDOR'S TOTAL PRICE									
	BILLING TERMS									
	DELIVERY DATE									
	COMMENTS									

I certify that competition has been solicited and quotations obtained in accordance with the current Procurement Bureau regulations governing Direct Purchase Authorization.

*(Signature of person obtaining quotations)*

TITLE

DATE