

**STATE OF NEW JERSEY**  
**SUMMARY OF TELEPHONE QUOTATIONS**

**INSTRUCTIONS:**

Where telephone quotations are authorized by the Purchase 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**

<b>VENDOR NAME</b>	<b>VENDOR NAME</b>	<b>VENDOR NAME</b>	<b>VENDOR NAME</b>
<b>ADDRESS</b>	<b>ADDRESS</b>	<b>ADDRESS</b>	<b>ADDRESS</b>
<b>FED. IDENTIFICATION NO.</b>	<b>FED. IDENTIFICATION NO.</b>	<b>FED. IDENTIFICATION NO.</b>	<b>FED. IDENTIFICATION NO.</b>
<b>TELEPHONE NO.</b>	<b>TELEPHONE NO.</b>	<b>TELEPHONE NO.</b>	<b>TELEPHONE NO.</b>

<b>COMMODITY CODE</b>	<b>FISCAL YEAR</b>	<b>SAV1 CODE S/M/W</b>
<b>ACCOUNT NUMBER</b>	<b>DATE OF QUOTATION</b>	

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>	<b>VENDOR'S TOTAL PRICE</b>									
	<b>BILLING TERMS</b>									
	<b>DELIVERY DATE</b>									
	<b>COMMENTS</b>									

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

(Signature of person obtaining quotations) \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_