



Northern Illinois University

Form Purpose: To comply with University Purchasing Policy and pursuant to Section 4.2020 of the IL Administrative Rules to ensure maximum reasonable competition and promote small businesses, diversity, transparency and other statutory policies. For all purchases of \$20,000 or more, quotes must be sought from multiple vendors, be in writing, promote small and diverse businesses, and be maintained in the procurement file.

Quote Summary Form

Date: _____ Requisition #: _____
Contact: _____ Telephone #: _____
Email: _____ Department: _____

Brief description of commodity/service: _____

Quote	Vendor	BEP	Price
# 1		Yes <input type="checkbox"/> No <input type="checkbox"/>	\$
# 2		Yes <input type="checkbox"/> No <input type="checkbox"/>	\$
# 3		Yes <input type="checkbox"/> No <input type="checkbox"/>	\$

Vendor selected: _____

Reason for vendor selection: _____

