

Abstract of Quotations

REQUISITION NO:

This form, or a memorandum for the record containing the same information, shall be completed for all purchase requisitions that are \$10,000.00 or higher. It provides an easy method of summarizing the facts in order to determine that pricing is fair and reasonable in the market place for the same or similar products/services. It provides clear and concise back up documentation to justify the issuance of a purchase order. Please attach the completed abstract, written quotes (if needed), and any other informational material to the purchase requisition and forward to the SR Administrator for approvals. It is always in the best interest of SDSU Research Foundation departments/projects to obtain quotes in writing to insure the terms and conditions of sale are known prior to purchase.

The products/services to be ordered are as follows (please use separate sheet if necessary):

1. Suggested Supplier:

Name:

Address:

City:

State:

Zip Code:

Contact Name:

E-mail:

Telephone No.

Fax No.

Price(s) (use separate sheet if necessary):

2. Alternate Supplier:

Name:

Address:

City:

State:

Zip Code:

Contact Name:

E-Mail:

Telephone No.

Fax No.

Price(s) (use separate sheet if necessary):

3. Alternate Supplier:

Name:

Address:

City:

State:

Zip Code:

Contact Name:

E-Mail:

Telephone No.

Fax No.

Price(s) (use separate sheet if necessary):

Abstract of Quotations (continued)

Individuals completing and submitting purchase requisitions are required to document the purchase selection process for purchases of ten thousand dollars (\$10,000.00) or more. This may be accomplished by completing the Abstract of Quotations form or a memorandum for the record containing the same information. Providing this information is optional for purchases of less than \$10,000. There are several methods of obtaining quotations and the following rules apply:

1. Purchases of \$10,000 and up to \$150,000

At this dollar level an informal process is used. Written quotes are required and should be sent by email or fax from an authorized sales representative. The method and documentation requirements are as defined in the Project Administration Guide (PAG) located at https://www.foundation.sdsu.edu/pag_purchasing.html.

2. Purchases over \$150,000

At this dollar amount a formal process is used. Purchases in excess of \$150,000 must be well documented to provide a clear and concise audit trail to insure SDSU Research Foundation compliance with state, federal and funding agency rules and regulations. A coordinated process between the end user and the Buyer is critical. The method and documentation requirements are as defined in the Project Administration Guide (PAG) located at https://www.foundation.sdsu.edu/pag_purchasing.html.

3. Single/Sole Source Justification:

If only one supplier can provide the products/services desired or only one supplier responded to the RFQ/RFP documentation will be required. Enter the technical explanations why this purchase cannot be competitively bid (use a separate sheet if necessary). Must be signed and dated by the requestor.

Signature and Title of the requestor:

Date: