**INFORMAL PURCHASES**

**QUOTE CHECKLIST**

Under the Purchasing Ordinance, you must obtain **at least three (3) quotes** from vendors for purchases that are anticipated to exceed $1,000.00 but not exceed $25,000.00.

Under the revised Small Minority and Local Business Ordinance, **at least one of the three quotes** must come from a City- Based Business (CBB) that has registered with the SMBE Office.

**Does funding source prohibit use of the Buy-Local program?**  **Yes**  **No PURCHASE INFORMATION**

DATE: SUBMITTED BY: DEPARTMENT:

REQUISITION #: AMOUNT (INCLUDING SHIPPING): **$**

PROVIDE DETAILED DESCRIPTION OF ITEM(S) TO BE PURCHASED. **ADDITIONAL INFORMATION/EXPLANATION MUST**

**BE PROVIDED IF CBB IS NOT CONTACTED (add additional sheets as necessary):**

**\*\*\*BE SURE TO SUPPLY BACKUP WITH EACH QUOTE\*\*\***

City Based Business:  Yes  No

**QUOTE NUMBER 1**

Vendor Name: Phone #:

Vendor Contact:

Date Quote Rec’d: Amount (including shipping): $

City Based Business:  Yes  No

**QUOTE NUMBER 2**

Vendor Name: Phone #:

Vendor Contact:

Date Quote Rec’d: Amount (including shipping): $

City Based Business:  Yes  No

**QUOTE NUMBER 3**

Vendor Name: Phone #:

Vendor Contact:

Date Quote Rec’d: Amount (including shipping): $

**I ATTEST TO THE ACCURACY OF THE FOREGOING: DATE:**