University of Texas at El Paso

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Purchasing Department
Quotation and Summary Sheet

Originator : _____
Ext : _____
Date : _____

Project Name/# : _____
Account #: _____

Requisition # : _____
Work Order # : _____
(If necessary)

				COMPANY A		COMPANY B		COMPANY C	
Item	Description	Qty.	Unit	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension

Total			
Payment Terms			
F.O.B.			
Delivery Date			
Vendor Name			
Address			
City, State, Zip			
Telephone No.			
Fax No.			
Quote Peson's Name			
Vendor ID No.			
PLEASE CHECK ALL THAT APPLY	☐ Small Business ☐ Minority Business ☐ Woman Owned Bus.	☐ Small Business ☐ Minority Business ☐ Woman Owned Bus.	☐ Small Business ☐ Minority Business ☐ Woman Owned Bus.