**Contract Administration and Procurement Services**

# UNIVERSITY OF LOUISVILLE

# 3-QUOTE PROCESS

The 3-Quote purchasing process requires that, unless otherwise under contract, three (3) quotes are to be obtained for purchases of equipment, good, and non-professional services that total between

$50,000 and $99,999. Exceptions to this process must be justified in written form and approved by Procurement Services.

If you are unable to locate three (3) suppliers for your purchase please complete Section I of this form, sign, date, and attach with your Department Agreement Request in the Department Agreement Portal.

If there is only one supplier available, please complete the Single/Sole Source Justification form found here: [Single/Sole Source Justification Form](https://louisville.edu/purchasing/policies/forms/single-sole-source-justification-form)

Should you have any questions or need any additional assistance, please contact the Procurement Services team at purchase@louisville.edu.

# UNIVERSITY OF LOUISVILLE

# 3-QUOTE FORM

**SECTION I – *To be completed by Department/Requisitioner for purchases between $50,000.00 to $99,999.99 ONLY if unable to obtain 3 quotes.***

|  |  |
| --- | --- |
| Department Name: |  |
| Name of Requisitioner: |  |
| Title of Requisitioner: |  |
| Amount: | $ |

1. Briefly explain why 3 quotes were not obtained to meet requirement.

|  |
| --- |
|  |

Signature of Requisitioner: Date:

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval Signature: \_ Date:

Director/Dean/Department Head

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION II – To be completed by Contract Specialist:**

|  |  |
| --- | --- |
|  | Approved |
|  | Denied |

 Date:

 Signature of Contract Specialist