

	Vendor 1	Vendor 2	Vendor 3
Vendor			
Date / Time			
Contact			
Street			
City, State			
Phone #			
Fax #			
Email			
Terms			
F.O.B. / Freight Delivery			

Item			
1			
2			
3			
4			
5			

Total			
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Comments			

Verified the following are on file with Purchasing or is attached (if applicable):	On file with Purchasing	Attached
Insurance: General Liability & Worker's Compensation <u>OR</u> Hold Harmless		
Business Associate Agreement		

3 quotes should be attempted prior to securing purchase

Quote taken by:

Print or sign

Adequate information should be provided to verify valid attempts were made. i.e. Vendor name, contact name, contact number, date/time of contact and result.

1	Contact 3 vendors and request quotes from each (via telephone or email) for the items you wish to purchase*
2	Complete the Telephone & Email Quote form with the pertinent information
3	If services are involved, make sure insurance is on file (Worker's Comp & General Liability or Hold Harmless)**
4	If PHI may be exchanged or potentially viewed, make sure a Business Associate Agreement is completed**
5	Print all documents to PDF (this is our suggested approach but you may elect to print and then scan back into file)
6	Upload your PDF documents to your requisition in OK Corral (Internal Notes and Attachments)
*	A vendor stating that they cannot provide requested item does count as an attempt and should be noted and included in overall documentation
**	May check with Purchasing first as these documents may already be on file
	Sole source / sole product purchases should be completed on the sole source form in OK Corral.
	More complex purchases may require consultation with purchasing. Ex. Professional services, contracts requiring signature, food, etc.
	Contact purchasing if you have questions or need assistance 918-293-5264 or 918-293-5266.