

Telephone Quotes

PO Type TQ | \$30,000-\$60,000 | Executive Order JML 25-104

AT A GLANCE

Three or more qualified vendor quotations

Use PO Type TQ for purchases exceeding \$30,000 but not exceeding \$60,000. Purchasing issues the official Purchase Order to the successful vendor.

REQUIRED PROCUREMENT PROCESS

- Enter a completed and approved Purchase Requisition in Banner with all appropriate approvals.
- Enter the quote number in Document Text and include a detailed description, account codes, and vendor information.
- Email the signed Telephone Quotation Tabulation form and the successful vendor original quote to purchasing@nsula.edu.
- Purchasing issues the official Purchase Order and emails it to the vendor.
- Send the original invoice or receipt to Business Affairs - Accounts Payable.
- Submit all documents promptly and complete online receiving after delivery.

QUOTATION REQUIREMENTS

- Solicit quotations from three or more bona fide, qualified vendors.
- Quotations may be made by telephone, facsimile, email, printable electronic form, written, or other means.
- Award is based on the lowest responsive quotation unless that quotation is impracticable or unreasonable.
- Whenever possible, include at least one certified small entrepreneurship or certified veteran-owned small entrepreneurship.

Telephone Quotes

Documentation, award record, and exceptions

AGENCY FILE DOCUMENTATION

- List all vendors solicited and each vendor contact person.
- Summarize quotations received.
- Identify the successful vendor.
- State why any lower quotation was rejected.
- Maintain written confirmation of the successful vendor quotation.

BEST-VALUE CONSIDERATIONS

Reasonable price

A best-value determination may consider price, delivery, service, and other related factors.

Keep the record

The determination must be maintained in the file.

CERTIFIED SMALL BUSINESS WAIVER

When price is determined reasonable, the three-quotation requirement may be waived when purchasing from a certified small entrepreneurship or certified veteran-owned small entrepreneurship.

LAPAC POSTING

The requirement to solicit at least one certified small entrepreneurship or certified veteran-owned small entrepreneurship is waived for procurements posted on LaPAC.

SUBMISSION REMINDER

Submit the requisition, tabulation, successful vendor quote, invoice routing, and receiving documentation promptly to avoid processing delays.

Telephone Quotes Quick Reference

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DOLLAR THRESHOLD

Purchases exceeding \$30,000 but not exceeding \$60,000.

PURCHASING AUTHORITY

Purchasing issues the official Purchase Order and emails it to the successful vendor.

DEPARTMENT RESPONSIBILITIES

Enter and approve the requisition; include the quote number and detailed coding; complete the Telephone Quotation Tabulation; email the tabulation and successful vendor quote; complete online receiving.

PURCHASING RESPONSIBILITIES

Review the requisition and supporting quotation documentation; issue the official Purchase Order to the successful vendor.

RECEIVING AND DELIVERY

After the items have been delivered, the requesting department completes online receiving.

PAYMENT AND INVOICE ROUTING

Send the original invoice or receipt to Business Affairs - Accounts Payable.

RESTRICTIONS AND COMPLIANCE

Do not artificially divide purchases. Maintain the vendor solicitation and award record, including reasons for rejecting any lower quotation. Submit documents promptly to avoid delays.