

Quote Request

Date: _____

Name: _____

Department: _____

Email: _____

Index: _____ Org: _____

Phone: _____

Ship to: _____

Date Required: _____

Alternates OK: _____ Yes _____ No

Quantity	Part Number	Manufacturer	Description

Information Source:

Ex: web site name & address; manufacturer; product distributor; previous purchase, etc.

Comments:

Please provide any additional information that you feel will be helpful to allow us to find you the best value.

Procurement & Contracts
218 Tawanka • Cheney, WA 99004-2445
509.359.2253 • purchasing@ewu.edu

For Purchasing use only:

_____ PCard _____ PO _____ Other _____ Response Date