

# Best Value Documentation



Date: \_\_\_\_\_

Department/Program: \_\_\_\_\_

Requested By: \_\_\_\_\_

Purpose of Request: \_\_\_\_\_

Account Number: \_\_\_\_\_

Fund	-	Func	-	Obj	-	Sobj	-	Org	-	Yr	-	PIC	-	Local
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1. Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ FAX: \_\_\_\_\_

Terms and Conditions: \_\_\_\_\_

Written Quote Received: Yes:  No:  Bid #: \_\_\_\_\_

Price: \_\_\_\_\_ Delivery Terms \_\_\_\_\_

2. Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ FAX: \_\_\_\_\_

Terms and Conditions: \_\_\_\_\_

Written Quote Received: Yes:  No:  Bid #: \_\_\_\_\_

Price: \_\_\_\_\_ Delivery Terms \_\_\_\_\_

3. Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ FAX: \_\_\_\_\_

Terms and Conditions: \_\_\_\_\_

Written Quote Received: Yes:  No:  Bid #: \_\_\_\_\_

Price: \_\_\_\_\_ Delivery Terms \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_