



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 \$99,999.99. Exceptions to this process must be justified in written form and approved by the Director of Procurement Services.

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

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 or unable to obtain one quote from MBE/WBE supplier.

Department Name:	
Name of Requisitioner:	
Title of Requisitioner:	
Amount:	\$

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

2. If unable to obtain quote from MBE/WBE supplier, briefly describe efforts to meet requirement.

Signature of Requisitioner: _____ Date: _____

Print Name: _____

Approval Signature: _____ Date: _____
Director/Dean/Department Head

Print Name: _____

SECTION II – To be completed by Director of Procurement or designee:

	Approved
	Denied

Signature of Director of Procurement or designee Date: _____