



**INVITATION TO QUOTE REQUEST**  
**For Non-Professional Services and Goods/Materials**  
**between \$1,000.01 to \$19,999.99**

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

Contact Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Solicitation and Description:

Funding Source Type: OPERATING FQA: 100 : \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_  
Department Cost Center Account

Commodity Code(s): \_\_\_\_\_

Estimated Cost of Service:  
\$ \_\_\_\_\_

Does this project have any federal funding: Yes No

Type of Services:

Non-Professional Services

Goods/Materials

Special Requirements, if needed: \_\_\_\_\_

Department Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Deputy Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Required Attachment (s):

Invitation to Quote Form:

Drawings/Exhibits (if applicable):

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Requisition#: \_\_\_\_\_