

Central Office Accounting Procedures

Item Cost of \$3,000 - \$7,499

Phone Quote for _____ (Description of item)

Vendor #1 Name _____

Address _____

Phone No. _____

Unit Cost \$ _____ Date of Phone Quote _____

Vendor #2 Name _____

Address _____

Phone No. _____

Unit Cost \$ _____ Date of Phone Quote _____

Vendor #3 Name _____

Address _____

Phone No. _____

Unit Cost \$ _____ Date of Phone Quote _____