

**VERBAL QUOTATION SHEET**

UOG Unit & Dept: \_\_\_\_\_  
Requestor's Name, Signature, Date: \_\_\_\_\_

Item Description: \_\_\_\_\_

<u>Vendor Name:</u>	<u>Quantity:</u>	<u>Unit Price:</u>	<u>Total Price:</u>	<u>Comments:</u>	<u>Quoted By:</u>	<u>Date Quoted:</u>

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