TASK

See Also:
POL-U501 *(Methods and Thresholds for Procuring Goods & Services)*
PRO-U501.A.03 *(Request for Quotation)*
FRM-U501.A.03.A *(Request for Quotation)*
FRM-U501.A.03.B *(Quotation Tabulation)*

TSK-U501.A.03.01   REQUEST FOR QUOTATION (RFQ) - DEPARTMENTAL SOLICITATION (DSOL)

This task applies to departmental employees requesting quotations under delegated purchasing authority.

Action by:	Action:
Purchasing Agent (User Department)	1. **Prepares LSU Request for Quotation form** (FRM-U501.A.03.A) and attaches specifications for purchase of goods/services.
	2. **Selects** at least 3 suppliers to send solicitation to.
	3. **Ensures** quote time is a minimum of 24 hours.
	4. **Emails** quote and specifications. Each supplier receives email individually.
	5. **Maintains** confirmation of email to attach to requisition.
	6. **Receives** quotes and attaches email date/time stamp confirmation of all received quotes.
	7. **Enters** quote information on **Quotation Tabulation Form** (See FRM-U501.A.03.B)
	8. **Creates** requisition and itemize requisition based on awarded supplier's quote information.
	9. **Adds** 'DSOL' in the requisition internal memo section.
	10. **Attaches** all documentations listed above and any required forms/prior approvals to requisition.
	11. **Submits** requisition to Procurement to review for compliance and issuance of a purchase order.