



### Guidance on Obtaining Quotes:

University of Wyoming expenditures are governed by the “Quote and Bid Threshold Policy:”  
<http://www.uwyo.edu/budget-finance/financial-affairs/policies/index.html>

- Purchases under \$10,000, discretionary, multiple quotes are not required but encouraged.
- Purchases totaling \$10,000 - \$99,999.99, require a minimum of two quotes (from different suppliers).
- Purchases totaling \$100,000 or more require a formal solicitation issued by Procurement Services.
- Print documents with commercial suppliers will be secured through competitive bidding, if valued at \$10,000 or more. University Graphics and Procurement Services will work with the department on the design and printing of the project.

### Best Practices:

- Purchases totaling \$10,000 - \$99,999.99, require a minimum of two quotes (from different suppliers). Requesters are encouraged to reach out to **more than two suppliers** to request quotes. In case one supplier is unable to provide a quote, not interested in providing a quote, is out of town or does not provide the quote in the requested timeframe, etc., two required quotes can still be produced to meet the quote and bid threshold policy requirements.
  - If possible, try to allow one week minimum for suppliers to provide a quote.
- Clearly communicate in writing a due date/time for the supplier to return the quote.
- If a supplier is unable to provide a formal quote on their letterhead or their quote form, requesters shall provide the suppliers with one of UW’s quote forms that is most appropriate for the nature of the purchase. UW’s quote forms can be found on the Procurement Services webpage. Suppliers may attach their quote on a company letterhead to UW’s quote form.
  - A print screen of a shopping cart or website does not constitute a quote.
  - An email from a supplier containing pricing does not constitute a quote.
- Quote should contain company contact information – name, address, point of contact and phone number for sales rep or contact within the company.
- Quote should contain a detailed description of the goods or services being quoted (ex. manufacturer name, model name and/or number, color, size, etc.)
- Quote should note quantities of goods or services (ex. 10 each, 20 hours, etc.)

- Quote should include a total price, including any shipping/delivery/freight costs:
  - Shipments must be D.A.P. Incoterms® 2010, University of Wyoming, Laramie, Wyoming
    - This term means that the seller has total responsibility for, and ownership of, the goods until the shipment is delivered. Upon delivery, title passes to the buyer.
- The information contained within the quote should align with information on the requisition (i.e., quantities, product numbers, total cost, etc.).
- Quote may include warranty and lead time information.
- Depending on nature of purchase, quote should include labor, set up/installation, etc.
- UW is an agency of the State of Wyoming and may be tax exempt depending on the laws and regulations of the merchant's/seller's/vendor's jurisdiction. Our Federal ID # is 83-6000331. More tax exemption information can be found on the UW Tax Office's website: <http://www.uwyo.edu/budget-finance/financial-affairs/tax-office/university-tax-exemption-information.html>
- On occasion, suppliers will request that a credit application be completed. As a publicly funded agency, UW is not permitted to take out lines of credit with suppliers. UW will either issue a PO with Net 30 terms or utilize a UW P-Card if the total purchase is less than \$4,999.
- UW discourages prepayment of goods/services (i.e., paying for goods or services before they are received) and is only allowed in limited instances. UW's payment terms are Net 30. If prepayment language is noted on the quote, ask the supplier to remove and update the payment terms to Net 30. If supplier will not remove the prepayment requirement, the department will need to provide approval and acceptance of risk. See [Procurement Services Manual](#) Section 6 regarding prepayments.
- It is not appropriate to share one supplier's quote with another supplier and/or ask them to beat the other supplier's quote.
- Sometimes supplier quotes and supporting documentation will have a section for UW's signature. Only individuals with official signature authority should sign on behalf of UW, as signing off on the quote and/or supporting documentation, that binds UW to any terms and conditions referenced. UW's PO terms and conditions should govern our purchases. <https://www.uwyo.edu/procurement/purchase-order-terms-and-conditions/index.html>
  - If a supplier pushes back and requests signature, this documentation will need to be submitted at the department level into the contract module in WyoCloud for review and proper signature.
- If a supplier indicates a quote number on their quote, this quote number should be referenced on the requisition when it is entered into WyoCloud.

Should you need guidance and assistance with obtaining quotes,  
contact Procurement Services at: [procurement@uwyo.edu](mailto:procurement@uwyo.edu)