

## MURRAY STATE UNIVERSITY FOUNDATION POLICY

**SUBJECT:** Requests for Quotations - Miller Golf Course

**DATE:** April 1, 1992

### **PURPOSE**

The Miller Golf Course is required to comply with the Murray State University Foundation's policy on expenditure of funds (See Section 3.01). Item Number 4 of Section 3.01 requires that the MSU Procurement Services be consulted for purchases of \$500 or more. This policy provides an exception to Item Number 4 (B) of Section 3.01, which pertains to purchases within the \$3,000 to \$10,000 range.

In emergency situations (i.e. where the continuity of operation of the Golf Course would be interrupted), the Miller Golf Course will be permitted to solicit price quotations by FAX transmission. The following policy applies to FAX quotations obtained by Miller Golf Course:

### **POLICY**

1. Approval should be obtained from the Assistant Director of Procurement Services to request quotations from vendors. This approval should be obtained on a case by case basis.
2. A Request for Quotation (**Exhibit 1**) should be sent to a minimum of three vendors. A FAX Transmittal cover sheet (**Exhibit 2**) should be attached to each Request for Quotation. The vendor name and address should be listed on the transmittal sheet, but should be omitted from the Request for Quotation form sent to the vendor.
3. After the three Request for Quotation forms have been faxed, the Vendor names should be entered on the Request for Quotation master copy. As the quotes are returned, each vendor's prices can be entered on the master copy.
4. When all prices have been obtained, the Golf Course Manager should circle and initial that price which is most advantageous to the Foundation. If the low bid is not accepted, the Golf Course Manager must submit a letter of explanation to the Procurement Services.

5. After award of the FAX Quotation, the Golf Course Manager may notify the successful vendor and request shipment. Receipt of the incoming order may be acknowledged by a designated Golf Course employee by checking the materials/equipment against the master copy of the Quotation form.
6. When an invoice has been received for the merchandise, a Purchase Requisition (Confirmation) should be submitted to Procurement Services. A copy of the master Quotation should be attached to the requisition, along with the invoice.

### Detailed Instructions for FAX Quotations

1. The Golf Course should maintain a log which contains the following information:

<u>Quotation No.</u>	<u>Description</u>	<u>Date Typed</u>	<u>Date Opened</u>
MMG - 100	Pipe	03-01-92	03-05-92
MMG - 101	Fertilizer	03-03-92	03-04-92

2. Date Issued: Current Date.
3. Delivery Required: Be specific. Do not use A.S.A.P.
4. Information: Miller Golf Course Contact Person.
5. To Be opened: Quotes cannot be accepted after the time and date specified, UNLESS ONLY ONE OFFER IS RECEIVED.
6. Address: Complete after the three Request for Quotation forms have been faxed.
7. Tabulation: Complete as prices are received from each vendor. When all prices have been received, circle and initial prices to be accepted.
8. Specification: Description of items for which quotations are being requested. Because the same Request for Quotation form is faxed to three different vendors, each vendor receives identical information on the specifications required.
9. Signature: Vendors should be notified of the necessity to sign and date the offers that they submit.

Never reveal the name of the competition to other vendors. No information should be divulged until AFTER the award of the contract.