

REQUEST FOR QUOTATION
WEST TEXAS A&M UNIVERSITY

Date _____

From: _____
Department Title

_____ *Account Number for Project Billing, MUST BE PROVIDED*

Contact: _____
Contact Persons name

_____ *E-Mail*

To: **Physical Plant**

Please quote cost to complete the project described below, or attached itemizing labor and materials:

Please describe REASON for needed work / renovation requested:

Approximate Completion Date:

_____ days after receipt of Interdepartmental Requisition

Date Quoted _____

Quotation Approved _____
Director of Physical Plant Operations

| | |
|-------------------------------------|---|
| Requested – Department Head | Request Reviewed – Senior Administrator |
| Request Reviewed – Business Manager | |