



STUDENT ORGANIZATION SGA ALLOCATIONS PRE-PURCHASING FORM

A 'request for quote' process is required for all purchases made with SGA funds. Quotes must be obtained prior to any purchase. When requesting a quote(s), you may use a local/regional vendor, but you **must** also obtain a quote from a certified woman or minority-owned business using the *Small Women and Minority* (SWAM) business listing. Use the checklist below to assist you.

QUOTE PROCESS —

- Complete the SWAM process (*Contact College Services at 328-0143 for more information.*):
 - Visit the SWAM website: www.dmbe.state.va.us/vendors.html
 - Enter the desired item(s) in the *Commodity Code Description* and select *Search Desc.*
 - If you receive a Query Results/List of Vendors, then you must obtain a quote from one of the vendors listed that has either an 'M' or 'W' under the SWAM column. You may use email; attach copies of all correspondence to this form.
 - If you do not receive a list of vendors and the page reads, "There are no records that match the data you entered. Please try again." This indicates there is no SWAM vendor available. Print the page and attach to this form.
- Visit www.eva.state.va.us/index.htm to verify the vendor's eVA status. Select the *Vendors* icon and enter the vendor name. Attach query results to this form. *Please note that if the vendor is not eVA registered, you are limited to spending only 99% of your allocated funds.*
- Compare all quotes received. **You must select the vendor with the lowest bid.**

Local/Regional Vendor Quote (attach any documentation/correspondence) —

Company name _____
Contact person _____
Telephone _____ Email _____
Quoted price _____ Quote by: telephone fax email
Is this the lowest quote? yes no Is this vendor eVA registered? yes no
Student organization representative obtaining this quote _____

SWAM Vendor Quote (attach any documentation/correspondence) —

Company name _____
Contact person _____
Telephone _____ Email _____
Quoted price _____ Quote by: telephone fax email
Is this the lowest quote? yes no Is this vendor eVA registered? yes no
Student organization representative obtaining this quote _____