



"WHAT WE DO HERE SHAPES THE WORLD"

SPECIAL BID/PROPOSAL/QUOTE REQUEST FORM

Requesting Department: _____

Purpose of BID/Proposal Request: _____

Items or Services Requested: _____

Location of Items or Service: _____

Are the Specifications & vendor list attached? Yes No

Comments: _____

Name of Program Funding: _____

Budget # _____

_____ \$ _____

_____ \$ _____

Total \$ _____

Requestor Approval _____ Date _____ Executive Dir. Approval _____ Date _____

Finance Director _____ Date _____ Board Approval _____ Date _____
(If required)

Below This Line to Be Completed by the Purchasing Department

Procurement Method

_____ Competitive Sealed Bid _____ Request for Proposal
_____ Competitive Sealed Proposal _____ Request for Qualifications
_____ Request for Quotations

Tentative Award Date: _____ Ad Dates/Newspaper _____

Assigned bid Number: _____

Tentative Opening Date/Time: _____

Purchasing Coordinator _____ Date _____