

BID REQUEST FORM

This form is used to compile the initial information required, in cases where the acquisition cost is expected to be \geq \$25,000 [aggregately over a twelve month period], to initiate the bid process.

1 Bid Request approved by/Date: _____ / _____

2 Name of program for which the order will be used: _____

3 Provide a detailed explanation of what is needed including purpose: _____

4 Description (including technical specifications): _____

5 Unit of Measure: _____ Quantity: _____ Date Required: _____

6 Account Number(s):

FUND	FUNC	OBJECT	SOBJ	ORC	Org	YR	PIC	PRGRM

5 If this order is replacing existing equipment, please explain the disposition or use of the equipment being replaced: _____

5 Name of employee who will be present at the Board meeting to address Board questions: _____

6 Additional information: _____

7 List known vendors including contact person/phone #: _____

