BUSINESS & FINANCIAL SERVICES

Bid Request Form

Note: Complete this form and return to the Purchasing Department along with bid specifications.

Title of Bid:

Timeline for the Project:

Source of Funds:

Budget Code:

Estimated Cost:

Comments:

Submitted By: Date:

For Business Services Department use only

Date Received from User Department:

Budget Code Verified: ☐ Yes ☐ No

Availability of Funds Verified: ☐ Yes ☐ No

Location of Specs:

Bid Assigned To:

Estimated Board Meeting Date for Approval:

Comments: