



Request for Bid Form

Please complete the following information and submit to Bobbi Jo Murray in Purchasing Services.

Date:	
Requester Name:	
Department Name:	
Description of Product or Service Being Bid: (this should include all aspects of product or service needed by vendor in order to properly issue a quote)	
Quantity	
Expected Delivery Date	
Special Delivery Instructions (if different than Central Warehouse)	
Expected Yearly Contract Value	
Can this product/service be renewed annually?	
Funding Source & confirmation of availability of funds	
NIGP Code	

Please submit any additional attachments that may help in further defining this bid request.

Signed: _____
Requester Name

Signed: _____
Department Head/Supervisor