ITEM REQUESTED: ___________________________ REPLACEMENT OR NEW (R-N)? __________

BRAND: ___________________________ MODEL NO: ___________________________

OTHER IDENTIFYING INFORMATION: __________________________________________

PURPOSE OF ITEM (LOCATION USED): __________________________________________

SUPPLIER: ___________________________ CONTACT PERSON: ___________________________
ADDRESS: ___________________________ PHONE #: ___________________________

BID PRICE: $ ___________________________ S&H: $ ___________________________ TOTAL: $ ___________________________

TERMS: ___________________________ AVAILABILITY: ___________________________
ADDITIONAL INFORMATION (FOB, warranty, etc): ___________________________

SUPPLIER: ___________________________ CONTACT PERSON: ___________________________
ADDRESS: ___________________________ PHONE #: ___________________________

BID PRICE: $ ___________________________ S&H: $ ___________________________ TOTAL: $ ___________________________

TERMS: ___________________________ AVAILABILITY: ___________________________
ADDITIONAL INFORMATION (FOB, warranty, etc): ___________________________

SUPPLIER: ___________________________ CONTACT PERSON: ___________________________
ADDRESS: ___________________________ PHONE #: ___________________________

BID PRICE: $ ___________________________ S&H: $ ___________________________ TOTAL: $ ___________________________

TERMS: ___________________________ AVAILABILITY: ___________________________
ADDITIONAL INFORMATION (FOB, warranty, etc): ___________________________

EMPLOYEE: ___________________________ DATE: ___________________________
FOREMAN: ___________________________ DATE: ___________________________
APPROVED BY: ___________________________ DATE: ___________________________
APPROVED VENDOR: ___________________________ SUB TOTAL $ ___________________________
GL ACCT #: ___________________________ Sales Tax $ ___________________________
GL ACCT #: ___________________________ TOTAL $ ___________________________

Submit to Superintendent. After approval, original will be returned to you for ordering. After ordering, return completed request to superintendent so each request form can be attached to the invoice.

*Bid selection is based on total price: including tax and shipping and handling (S&H).

1 For Written Bids, attach written quotes to this form.