REQUEST FOR BIDS
(To be used for purchases of goods and services greater than $2,000)

Department Name: __________________________ Date: __________

Account Number: ____________

Description of Job:
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Date Job Needed: __________ Expedite By: __________
(Note if this is an emergency situation)

Suggested Vendors:

<table>
<thead>
<tr>
<th>NAME</th>
<th>CONTACT</th>
<th>PHONE</th>
</tr>
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<tbody>
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Ship To:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
<th>Phone #:</th>
</tr>
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<tbody>
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Specifications: (Attach additional sheets as needed)
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Business Justification:
___________________________________________________________________________________

Requested By: ___________________________ Phone Extension: __________

FOR PURCHASING USE ONLY

FOR PURCHASING USE ONLY

DATE RECEIVED: __________

ORDER PLACED WITH:
P.O. Number: __________

Vendor #: __________

Vendor Name: __________

Address: __________

Budget Office __________ Date

Dept. Head/Chairperson __________ Date

or Vice President

(Purchasing Dept. __________ Date)

(to be completed by dept. making request)

Amount: __________