

# Bid Process

1. All bid requests need to be handled by the Business Office. Please do not contact Purchasing, as they will only refer you back to us.
2. Please fill out the following information and submit the form to Alan Andersen. Once Alan has approved, he will submit the bid to the Business Office.

Person Requesting \_\_\_\_\_

Item for Bid \_\_\_\_\_

Operation \_\_\_\_\_

Estimated Amount \_\_\_\_\_

New \_\_\_\_\_ Refurbished \_\_\_\_\_ Both \_\_\_\_\_

**Specifications** - if you have a spec sheet please attach it to this form. If you do not have a spec sheet, then fill out the box below with as much information as possible

## Approvals

Operation Manager \_\_\_\_\_

Executive Director \_\_\_\_\_

R# \_\_\_\_\_ P# \_\_\_\_\_ Date Approved \_\_\_\_\_