

BID FORM

Club/Org Name:

Your Name & Club Position:

Event Name & Date of Event:

Number of Students Attending:

Description of Item(s) Being Purchased:

Please fill out all necessary fields on this page. Include the name, address, brief description of item(s), and the totals for each vendor. **Attach all other necessary documents such as menus, quotes, online website printouts, etc.** 3 bids are needed if expenditures are \$250.01-\$1,000.00, **3 printed bids will be needed if expenditures are \$1,000.01-\$2,500.00,** and **5 printed bids for expenditures that are \$2,500.01 or more.** Please **print this form** and attach to your payment request voucher and signed purchase requisition. Electronic submissions will not be accepted.

Merchant #1:

Merchant #2:

Merchant #3:

Merchant #4:

Merchant #5:

Chose Merchant #:

Reason: