

BID SHEET

Organization _____

Name of Person Calling for Quotes _____

Instructions

- 1) This form is for items costing more than \$1,000. *(Three written bids are required for purchases over \$5,000.)*
- 2) Give a general description of the product or service desired.
- 3) Obtain price quotes from at least two (preferably three) vendors (by phone, letter or fax). Describe the specific product or service that they offer, including name brand, model, special features and other pertinent information.
- 4) Award is usually made to the vendor submitting the lowest quote meeting minimum specifications and delivery date established by Agency. Indicate the vendor you chose and briefly explain why in the space provided at the bottom of the form.
- 5) Submit a copy of this bid sheet with your reimbursement request.

Description of product or service offered:

Vendor #1

Name of Company

Salesperson

Telephone Number

Date

QUOTED PRICE:

Vendor #2

Name of Company

Salesperson

Telephone Number

Date

QUOTED PRICE:

Vendor #3

Name of Company

Salesperson

Telephone Number

Date

QUOTED PRICE:

AWARDED TO

COMMENTS _____

SIGNATURE _____

DATE _____