



DEPARTMENT RECOMMENDATION
Informal Bid(s)

DEPARTMENT:

BID #: DATE OPENED:

DESCRIPTION:

PURPOSE:

COMMENTS:

RECOMMEND AWARD TO: AMOUNT:

JUSTIFICATION:

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD: DATE:

PURCHASING MANAGER: DATE:

FINANCIAL SERVICES DIRECTOR: DATE:

(\$30,000 - \$90,000)