



DEPARTMENT RECOMMENDATION
Informal Bid(s)

DEPARTMENT:

COUNCIL DATE:

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 - \$89,999)

CITY MANAGER:

DATE:

(\$90,000+)