

Bid Summary

TO:

Bid Request Number
Date

QUOTATIONS MUST BE RECEIVED BY
DIRECTOR OF PURCHASING AT THE
ABOVE ADDRESS NOT LATER THAN:

DEPARTMENT: _____

Date and Time

ACCOUNT NUMBER: _____

APPROVED FOR QUOTATIONS ONLY:

TO DEPARTMENT: PLEASE RETURN TO PURCHASING BY _____
Please indicate in the space below the firm and bid meeting your specifications. If other than low bidder, indicate deficiencies in the lowest bid. It is requested that the Bid Summary and all quotations be returned to the Purchasing Department promptly. The order will not be placed until these documents are returned.

F.O.B.	TERMS	PRICES QUOTED	DELIVERY	NAME OF FIRM

APPROVED: DEPARTMENT CHAIRMAN