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Bid Summary

TO:

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| Bid Request Number |
| Date |

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

DEPARTMENT: _____

ACCOUNT NUMBER: _____

| |
|---------------|
| Date and Time |
|---------------|

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 |
|--------|-------|---------------|----------|--------------|
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APPROVED: DEPARTMENT CHAIRMAN