PURCHASE ORDER
VENDOR BID FORM

DATE: _______________  REQUESTED BY: _________________________

ITEM(S) REQUESTED: __________________________________________

VENDOR NAMES                  AMOUNT OF BID
#1: ___________________________  $________________________
#2: ___________________________  $________________________
#3: ___________________________  $________________________

VENDOR BID # ACCEPTED                  AMOUNT OF THE BID
_______________________________  $________________________

All purchases of individual items or services costing from $100.00 to $500.00 require three telephone bids. Items costing $500.00 and over require three documented written bids on vendor stationary that will be attached to this Vendor Bid Form.

Revised April 7, 2005