

Departmental - Bid Analysis Form

This form must be completed and attached to Purchase Requisitions for all orders totaling between \$2,000 and \$5,000. As per University Policy, requisitions which fall into this range must be bid by at least three (3) credible sources. Written or faxed bids are not required however pricing information needs to be documented. Vendor names and total bid price for each contacted must be listed below. It is highly recommended that departments contact the Purchasing Office prior and during this process.

	<u>Vendors Contacted</u>	<u>Total Price</u>
1)	_____	_____
2)	_____	_____
3)	_____	_____
4)	_____	_____
5)	_____	_____
6)	_____	_____

Detach -----