



**WRITTEN BIDS SUMMARY SHEET**

Required for Procurement for Non-Contract Items Over \$5,000

<b>SUBMITTED BY:</b>	Name: _____ Title: _____ Location: _____ Telephone No. _____ Fax No. _____ Email: _____											
<b>ITEMS OR SERVICES SUBMITTED FOR BIDS BY SCHOOL</b>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">DETAILED DESCRIPTION</th> </tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>			DETAILED DESCRIPTION								
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<b>RESPONSIVE BID #1</b>	Vendor Name: _____ Contact Person: _____ Vendor Address: _____ Vendor No.: _____ (W-9 must be attached if no DOE Vendor #) Telephone No. _____ Fax No. _____											
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<b>RESPONSIVE BID #2</b>	Vendor Name: _____ Contact Person: _____ Vendor Address: _____ Vendor No.: _____ (W-9 must be attached if no DOE Vendor #) Telephone No. _____ Fax No. _____											
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<b>RESPONSIVE BID #3</b>	Vendor Name: _____ Contact Person: _____ Vendor Address: _____ Vendor No.: _____ (W-9 must be attached if no DOE Vendor #) Telephone No. _____ Fax No. _____											
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**FINANCIAL ACCOUNTING DATA**

District	Quick Code	Location	Activity Code	Object Code	Amount

I request that the procurement be awarded to: \_\_\_\_\_

The selection was made on the following basis: \_\_\_\_\_

**I HEREBY CERTIFY THAT THE ITEMS ARE NEEDED AND THAT THE BIDDING PROCESS WAS CONDUCTED IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION'S BIDDING, CONTRACT AND PROCUREMENT RULES**

**THE FOLLOWING DOCUMENTS ARE ATTACHED TO THIS BID SUMMARY SHEET:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Requestor' Signature (Required):		Date:	
ROC Review/Received By:		Date:	
Approved By:		Date Encumbered:	
FAMIS Document Reference No.			
Disapproved By:		Reason:	