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**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
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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