



Purchasing Services Bid/Quote Request Form

Requests will be processed on a first come, first serve basis.

Phone: (956) 657-4480

Date	Department/Campus	Contact Person	Phone Number	Fax Number
Date Needed	Account Number(s)	Estimated Cost (attach quote(s))	Approving Official	

GOODS/SERVICES INFORMATION: (Provide details and include vendors you wish contacted)

APPROVALS

Requestor Signature/Title _____

Date _____

Please submit via email to Purchasing Services to obtain approval:

Purchasing Approval _____

Date _____

For Office Use Only. Do not mark below this line.		
Bid Number/Name:	Bid Opening Time:	Last Questions Date:
Bid Type:	Specs Due:	Purchasing Approval of Bid/RFP Package:
Buyer:	Dept. Review of Specs:	Board Presentation Date:
Date Assigned:	Ad Dates:	Notice of Award Date:
Contract Term:	Invitation Date:	Expiration Date:
Bid Opening Date:	Pre-Bid Conf. Date:	Completion Date: