

Vendor Solicitation Documentation

Item being purchased _____

Vendor selected _____

Cost \$ _____

Was this the lowest bid? Yes No

If no, reason vendor was selected

VENDORS SOLICITED

1. Vendor name _____

a. Bid returned (check one) Written Verbal

b. Bid amount \$ _____

2. Vendor name _____

a. Bid returned (check one) Written Verbal

b. Bid amount \$ _____

Name _____

Signature _____

Date _____