



## ORAL BID FORM

Note: This form is required when a purchase from a vendor is over \$250.00. Each organization/department must submit an oral bid form for purchases over the cost of \$250.00. Note: All documentation (ex. Quotes) for vendors listed below must accompany the Oral Bid Form.

**Name of Organization/Department:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>VENDOR</b> (Name, Address, Telephone Number, Contact Person)	<b>ITEM DESCRIPTION</b> (Model Name, Number, Quantity Requested, Item Price)	<b>TOTAL PRICE</b>

**Selected Vendor:** \_\_\_\_\_ **Selected Amount \$** \_\_\_\_\_