



## Request for Public Competitive Bid Process

### Grants Purchases over \$25,000

1. Request for approval board meeting date: \_\_\_\_\_
2. Department: \_\_\_\_\_
3. Requestor: \_\_\_\_\_
4. Brief description of items: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Warranty needed: \_\_\_\_\_
6. Clarifications and other requirements that need to be addressed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Total estimated price: \_\_\_\_\_
8. GL string to be used for this purchase: \_\_\_\_\_ Current FY: Y N
9. Approval:  

Principal Investigator: _____	Date: _____
Account Supervisor: _____	Date: _____
Account Manager: _____	Date: _____

If available, please provide an initial quote or estimate from vendor. Please send documents to [patricia.saldivar@tsc.edu](mailto:patricia.saldivar@tsc.edu) to start the process.