Rev. 9/99

ANGELO STATE UNIVERSITY

San Angelo, Texas

Method of Contact:
☐ Telephone
☐ Mail
☐ Personal Visit

(1) **Date Bids Requested** _____

(2)	(3)	(2)	(3)	(2)	(3)

Refer to your Fiscal Regulations
for bid tab procedures.

DIRECTIONS:
The following information is always required in order to expedite your Requisition:
1)Date Bids Requested.
2)Name and full address of company.
3)Name of person contacted and telephone number.
4)Who pays freight? FOB destination (they)
or FOB shipping point (us)
5)Do they have the items in present stock?

Quantity	**Items**		HUB (Female)	HUB (Minority)
(4) FOB (dest.) or (S/P)				
(5) In Stock for Immediate Deliver? Yes No				

Reason for award if to other than low bidder _____

I hereby certify that the above includes all firms that have been contacted for bids, and their replies are exactly as stated.

Signed _____

Head of Department