



INFORMAL BID APPROVAL FORM INDUSTRY AND DEFENSE PROGRAMS

Pursuant to the IDP Purchasing Policies and Procedures Manual, purchases of \$25,000 to \$100,000 require a minimum of three informal competitive bids, which may include written quotes, advertisements, internet searches or documented telephone quotes. The IDP department shall accept the low bid that meets specification or must provide a satisfactory written explanation as to why the low bid/quote was not acceptable.

The completed form and all backup materials from the purchasing search must be submitted for approval **PRIOR** to the purchase being made or the issuance of a purchasing order. If a purchase occurs prior to approval, the employee may be responsible for payment to the vendor. Appropriate backup materials include printed copies of the obtained quotes, or if by phone, a written outline including the vendor name, phone #, address, date and time called, name of the vendor representative, and the provided quote. Submit the form and all backup materials as a single PDF document to the Associate Vice President of Finance and Operations for IDP. If approved, the approved form and all backup materials shall be retained by the IDP department for a period of no less than three years.

	Name	Total Cost	Contact Method	Identify Selected Vendor
Vendor 1				
Vendor 2				
Vendor 3				
Vendor 4				

If not selecting the low bid, outline the justification below:

**INFORMAL BID APPROVAL FORM
INDUSTRY AND DEFENSE PROGRAMS**

Outline any additional information relevant to the request:

I certify to the truth and accuracy of the above statements and information.

_____ Date: _____
Signature Dept. Chair or Principal Investigator

Printed Name

AGENCY USE ONLY

Approval Signature: _____ Date: _____

Printed Name and Title