

**DOUGLAS COUNTY SCHOOL SYSTEM  
 BID REQUEST FORM**

School or C/O Dept. \_\_\_\_\_

Suggested Vendors:

_____	Phone _____
_____	Phone _____
_____	Phone _____
_____	Phone _____

Location or Reason for Purchase \_\_\_\_\_

Account Funds Requested From \_\_\_\_\_

Org Object

Stock # or ISBN	Description	Quantity	Unit

Requested By \_\_\_\_\_  
 (School or Central Office Staff Member)

**FOR OFFICE USE ONLY**

Vendor Chosen \_\_\_\_\_ Date \_\_\_\_\_