



Comal I.S.D. Purchasing Department
Bid Request Form

Note: Complete this form and return to Purchasing along with bid specifications.

Title of Bid: _____

Timeline for Project: _____

Source of Funds: _____

Budget Code to be used: _____

Estimated Cost: _____

Comments: _____

Bid Request Submitted By: _____

Date Submitted: _____



For Purchasing Department use only

Date Received from User Department: _____

Budget Code Verified: _____

Availability of Funds Verified: _____

Location of Specs: _____

Bid Assigned to: _____

Bid # Assigned: _____

Estimated Board Meeting Date for Approval: _____

Comments: _____
