UNDERGRADUATE STUDENT GOVERNMENT
Baruch College, Suite 3-275, 55 Lexington Ave. New York, NY 10010

Bid Form

Club Name:
Bids Prepared By & Position:
Item/Food Description:

Name and Date of Event:
Number of Students Attending:

Please fill out all necessary fields on this page. Include the name, address, brief description of item and the totals for each vendor. **Attach all other necessary papers such as menus, quotes, online website printouts etc.** 3 bids are needed if expenditures are $250.01-$1000.00, 5 bids for expenditures are $1,000.01 to $2500.00. Please **print this form** and attach to your payment request voucher and/or signed purchase requisition. Electronic submissions will not be accepted.

Merchant #1:
Merchant #2:
Merchant #3:
Merchant #4:
Merchant #5:

Chose Merchant #:
Reason: