East Stroudsburg Area School District *(white)*

**REQUEST TO ADD NEW BID ITEM**

This form must be completed for each item requested.

Submit this form for consideration by August 31st for the following budget year’s bid.

 **Request submitted by:**

 Name:

 Building/Department:

**I hereby request the Business Office to consider addition of the following item:**

 **Specifications:**

BID: [ ]  Classroom [ ]  Custodial [ ]  Athletics [ ]  Medical

Unit (each, dozen, gallon, …):

Description *(be very specific)*:

Substitute allowed? [ ]  yes [ ]  no (If no, include brand name, model #, etc. in description)

Estimated Price: $

 **Justification**:

Reasons for adding this item:

 Requestor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

 Business Office use only: [ ]  Approved [ ]  Denied

 Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Added by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_