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: \_\_\_/\_\_\_/\_\_\_