



INFORMAL BID APPROVAL FORM
 INDUSTRY AND DEFENSE PROGRAMS

Pursuant to the IDP Purchasing Policies and Procedures Manual, purchases of \$5,000 to \$10,000 require
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]vš Œv š • ŒZ • }Œ } μu vš š o %oZ}v <μ}š •X dZ / W %o Œš u v
 u š • •%o]. Ÿ}v }Œ uμ•š %oŒ}À] • Ÿ•(š}ŒÇ ÁŒ]© v Œ%o o v Ÿ}v
 v}š %o š o X

dZ }u%o o š (}Œu v o o lμ%o u š Œ] o • (Œ}u šZ %oμŒZ •]vP • Œ
 PRIORš} šZ %oμŒZ •]vP u }Œ šZ]•μ v }(%oμŒZ •]vP }Œ Œ
 %o%oŒ}À oU šZ u%o o}Ç u Ç Œ •%o}v.] Œ%o%o(Œ} %oŒŒ uš vš š]μ%oZ u š Œ
]v oμ %oŒ]vš }%o] • } (šZ } š]v ÁŒ]© •U}μŒo]Ÿ Œv%oŸ}vŒ šZ Á v
 %oZ}v •U Œ ••U š v Ÿu o o U v u }(šZ Á v }Œ Œ %oŒ • vš
 Sμ u]š šZ (}Œu v o o lμ%o u š Œ] o • • •]vPo W & } μu vš š } š
 &]v v v K%o Œ Ÿ}v • (}Œ / WX / (%o%oŒ}À U šZ %o%oŒ}À (}Œu v
 Ç šZ / W %o Œš u vš (}Œ %o Œ]} } (v} o •• šZ v šZŒ Ç Œ•X

	Name	Total Cost	Contact Method	I v Ÿ (Ç Selected Vendor
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Vendor 1

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Vendor 4



INFORMAL BIAPPROVAL FORM
 INDUSTRY AND DEFENSE PROGRAMS

Kμšo]v vÇ]Ÿ}v o]v({œu Ÿ}v œ o À vš š} šZ œ ‹μ •šW

/ œŸ(Ç š} šZ šœμšZ v μœ Ç }(šZ }À •š š u vš• v]v({

_____ Date: _____

Signature Dept. Chair œ W œ]v]%o o /vÀ •ŸP š}œ

Printed Name

AGENCY USE ONLY

%œ} Signature _____ Date: _____

Printed Name and Title