

SUU T-Shirt Bid Request Form

This form can be used to request a formal or informal bid for T-shirts from the Purchasing Office. Please keep in mind the lead-time required to receive the order after the bid/PO process has been completed. Orders may take up to 30 days to complete depending on the individual order specifications. **Orders that exceed \$5,000 require a formal bid through the Purchasing Office.**

Date: _____ **Department Name:** _____

Proposed Name of Bid: _____

Requestor Information: Name: _____ Phone: _____

Email: _____

Budget (budgetary quote(s) if possible): Amount: _____ See Attached:

Funding Source (Acct. or Index): _____

Expected Delivery Date: _____

Shirt Brand: _____ **Shirt Color:** _____

Type of Material: _____

Quantity per Size: XS _____ S _____ M _____ L _____

XL _____ *2XL _____ *3XL _____ *4XL _____ TOTAL: _____

Location(s) of Print on Shirt (i.e. center/top corner/sleeve): _____

Side of Shirt: Front of Shirt Back of Shirt Both

Artwork Been Approved by Office Marketing & Communication: Yes No

Number of Colors in Artwork: 1 2 3 4 Other: _____

Additional Information: _____

(Attach additional pages if necessary)

This purchase and available funds have been reviewed and approved by:

Supervisor Signature: _____ **Date:** _____