



SUU TShirt Bid Request Form

This form can be used to request a formal or informal bid for-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.

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: _____