



# Georgia Institute of Technology

## FACILITIES PURCHASE ORDER / BID REQUEST FORM

DATE:\*

REQUESTOR:\*

APPROVAL SIGNATURES:\*

NAME:

DATE:

SIGNATURE:

NAME:

DATE:

SIGNATURE:

NAME:

DATE:

SIGNATURE:

NAME:

DATE:

SIGNATURE:

NAME:

DATE:

SIGNATURE:

PEOPLESFT PROJECT#: (ACCOUNTING DEPT. ONLY)

**DESCRIPTION:\***

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**PURCHASE ORDER REQUEST ONLY**

*Supporting documentation must be submitted with this form (i.e. quote, invoice, etc)*

**TOTAL COST:\*** (A cost of **\$5,000 or more** requires an approval signature from Chuck Rhode & David Goldfarb)

**VENDOR / CONTRACTOR NAME:\***

**VENDOR / CONTRACTOR PHONE NUMBER:\***

**AIM WORK ORDER NUMBER:\***

**AIM PROJECT NUMBER (IF APPLICABLE):**

**DOES THIS REQUEST FALL UNDER A CURRENT MAINTENANCE CONTRACT?\***

- Yes  
 No

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**BID REQUEST ONLY**

*Specifications must be submitted with this form & emailed to Brenda Cochran as a MS Word document*

**ESTIMATED COST OF CONTRACT / ITEM:\***

**Maintenance Contract Only: IS THIS REQUEST FOR A NEW CONTRACT OR RE-BID OF EXISTING GT CONTRACT?\***

- New GT Maintenance Contract  
 Re-Bid of an Existing GT Maintenance Contract

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**ADDITIONAL NOTES / COMMENTS:**

*If you have any questions, please contact Brenda Cochran at 404-894-7405 or [brenda.cochran@facilities.gatech.edu](mailto:brenda.cochran@facilities.gatech.edu)*