

DESERT SANDS UNIFIED SCHOOL DISTRICT

Purchasing Services

(760) 771-8567

Request to issue Bid/Piggyback, RFP, RFQ, or Contract - Transmittal

Requester – complete form and forward to Business Services

DATE:

TO: Jordan Aquino, Assistant Superintendent, Business Services

FROM:

SITE:

PROJECT NAME:

(Please provide ALL details)

PROJECT DESCRIPTION:

PROJECT/PURCHASE JUSTIFICATION:

PROJECT ESTIMATED BUDGET:

\$

FUNDING ACCOUNT CODE:

FUNDING TITLE:

_____/_____/_____/_____/_____/_____/_____/_____

Business Services – if approved, please forward to Purchasing Services, if denied return to requester.

Requestor Signature

Date

Immediate Supervisor Signature

Date

Approved/Disapproved

Jordan Aquino, Assistant Superintendent

Date