



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 oo 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 oo U v u }( šZ Á v }Œ Œ %oŒ • vš  
 Sμ u]š šZ (}Œu v oo 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: \_\_\_\_\_

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Printed Name and Title