

**Franklin County Finance Department  
DEPARTMENT REQUEST FOR BID or PROPOSALS FORM**

Items or services that will cost more than ten thousand dollars (\$50,000.00) for all departments of Franklin County Government must be formally bid. This means that an advertisement for sealed bids must be published and a public bid opening conducted at least ten (10) days following. Bidding exceptions may be found in the Finance Department's Policies and Procedures Manual.

Please give a brief description of the item (or group of items) or services you wish to be formally bid:

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*A more detailed description or the specifications to be given to vendors must be attached to this form.*

Account line item the goods or services will be paid from once purchased:

FUND	DEPARTMENT	EXPENSE LINE	*Sub Funds, Cost Centers and Sub Obj. are mainly for Board of Education programs.	SUB FUND	COST CENTER	SUB OBJECT

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REQUESTED BY:	APPROVED BY:	FUNDING CERTIFICATION:

Dept Head/Program Manager

Co Mayor, Dir of Schools or  
Hwy Superintendent

Finance Director

If you would like the Finance Director to process the purchase order once the bid or proposal process is complete, Mark:

Yes	No
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