

## Colorado State University - Purchase of Feed/Bedding for Livestock

PO Number: \_\_\_\_\_

AFE Number: \_\_\_\_\_

### COMMODITY TO BE PURCHASED

Quantity	Description	Unit of Measure	Unit Price	Total

### BID SUMMARY

Vendor Information	Unit Price	Total Price	Delivery/Terms/Circumstances
Vendor: Address: Name: Date:			

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Vendor: Address: Name: Date:			

**Certification:** I certify that appropriate purchasing procedures, as outlined in Section 37 of the University Purchasing Manual, were followed. Based on my personal knowledge of the above listed quality and quantity of feed/bedding for purchase and prevailing markets, I certify that the price was the best available to the University, under the circumstances, and that no personal gain occurred because of the transaction.

Date: \_\_\_\_\_ Designated Feed/Bedding Expert: \_\_\_\_\_

A copy of this completed form and all supporting documentation, such as written quotations, must be sent to the Purchasing Department or Accounts Payable. (Purchasing Agent: reference the PO number on the form and copy Accounts Payable). If the purchase is made via AFE, reference the AFE number on the form and forward to Accounts Payable.