

Finance & Administration  
Procurement Services

Buyer: \_\_\_\_\_ Date: \_\_\_\_\_

Department Contact: \_\_\_\_\_ Department: \_\_\_\_\_

Re: Bid#: \_\_\_\_\_ Contract Title: \_\_\_\_\_

PO #: \_\_\_\_\_

Supplier(s): \_\_\_\_\_

The referenced contract/purchase order(s) have no remaining renewal options or require ~~bid~~ for contract continuation.

Department Recommendation

When soliciting new bids, you should consider whether the current scope of ~~contract~~ is sufficient and will continue to satisfy your department's needs for the goods or services for the term of the contract

Indicate your Department's requirement's for this contract by checking the applicable box below and attaching this completed form to a new requisition no later than: April 29, 2022.

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