



Bernard M. Baruch College Association, Inc.
Baruch College of the City University of New York
One Bernard Baruch Way, Box B2-185, New York, NY 10010

JUSTIFICATION/BID FORM

Club/Org Name:

Your Name & Club Position:

Event Name & Date of Event:

Number of Students Attending:

Description of Item(s) Being Purchased:

Please fill out all necessary fields on this page. Include the name, address, brief description of item(s), and the totals for each vendor. **Attach all other necessary documents such as menus, quotes, online website printouts, etc.** 3 written bids are needed if expenditures are \$250.01-\$1,000.00, **3 printed bids will be needed if expenditures are \$1,000.01-\$2,500.00**, and **5 printed bids for expenditures that are \$2,500.01 or more.** Please attach to your signed payment request voucher and signed purchase requisition or add with your CUNYfirst budget spending request.

Vendor #1:

Vendor #2:

Vendor #3:

Vendor #4:

Vendor #5:

Chosen Vendor #:

Reason: