

3.3 Instructions for completing a bid sheet

Available at www.uri.edu/purchasing; [Sample](#)

1. Commodity/Opening Date & Time - For Purchasing use only.
2. Ship To: - Indicate complete ship to address.
3. Bidder (Name of Firm)/Bid No. - For Purchasing use only.
4. Item No. - Type the item number.
5. Description - Type the complete description of the commodity/service being requested to include catalog number or manufacturer part number.
6. Quantity - Type the quantity and unit of measure.
7. Unit Price/Extended Price - Type a price line in each of the Unit Price and Extended Price columns.
8. Item No. - Type the corresponding item number. See #4 above.

NOTE: When printing the bid sheet, you must indicate the number of pages to print.