



Town of Sterling

DEPARTMENT:			
PURCHASE DESCRIPTION AND CONTRACT TERMS:			
SPECIFIC QUALITY REQUIREMENTS:			
VENDORS CONTACTED	Total Price Quote	Unit Price(s) (if applicable)	Notes
Company: Contact: Address: Date: Telephone: Fax: Solicited by:			
Company: Contact: Address: Date: Telephone: Fax: Solicited by:			
Company: Contact: Address: Date: Telephone: Fax: Solicited by:			
RECOMMENDATION:			
Name:		CPO Certification:	
Signature:		Date:	
<i>Your endorsement is a legal declaration that all applicable state and local bid requirements have been met. If you are unsure or would like assistance, you may submit to the Chief Procurement Office for certification.</i>			