



Controlling Board Equipment Purchasing Guidelines

Please notify Purchasing as soon as possible for a Controlling Board Competitive Event

Documentation needed by Purchasing to begin Competitive Event:

- ODHE Full Proposal Request
- Award Agreement
- Budgetary Quote
- Material Specifications
 - Include any warranty or support details if needed.
- List of Vendors and Contact Information to solicit bids.
- Estimated Timeline of Controlling Board Submission and Meeting Dates

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