



Purchasing

Laurie Rozko
Director

PURCHASING DEPARTMENT PUBLIC REQUEST FOR INFORMATION

Request Date: _____ Received by: _____

Business Name: _____

Requestor Name/Title: _____

Address: _____

Phone: _____ Email: _____

Request for Information: _____

Requestor's Signature: _____

Responses to Public Records Act (PRA) requests are provided within 10 days. If the complexity of your request requires additional staff time to prepare, you will be notified.

BOARD OF SUPERVISORS

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Second District

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Third District

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Vice Chair, Fifth District

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Chief Executive Officer



OFFICE USE ONLY

Rec #: _____

Assigned Buyer: _____

Document number: _____

Number of copies @ \$0.10 per copy: \$ _____

Related Bid or RFP: _____

RFP Department: _____

RFP Owner/Facilitator: _____ Phone: _____

Award Date (if applicable): ___/___/___

Cancel Date (if applicable): ___/___/___

Protest Deadline: ___/___/___

Board Date (if applicable): ___/___/___

Buyer Comments: _____

County Counsel Review

REVIEW FOR CONFIDENTIAL AND/OR PROPRIETARY INFORMATION

Document Provider Signature: _____

Date: ___/___/___

Supervisor Review: _____

Date: ___/___/___

Director Approval: _____

Date: ___/___/___

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