

**PUBLIC RECORD REQUEST FORM
NEBRASKA STATE PURCHASING BUREAU**

Date of Request: _____

Contract/RFP/ITB Bid Number: _____

Record(s) being requested: (e.g., all submitted proposals, awarded proposal, contract)

Requesting Party's Information (**MUST PROVIDE PHYSICAL MAILING ADDRESS**):

Company Name: _____

Contact Person: _____

Phone Number: _____

Mailing Address: _____

E-mail Address: _____

In the event the requested records cannot be sent via e-mail, please select the method by which the requesting party would like to receive the above record(s):

Hard copy via US Mail at above mailing address

CD via US Mail at above mailing address

CD via FedEx (please provide FedEx account information)**

CD via UPS (please provide UPS account information)**

**Must provide account information if FedEx or UPS delivery is requested. If account information is not provided, record(s) will be mailed via US Mail

The Department of Administrative Services receives numerous requests for public records. Accordingly, we have implemented a policy of charging for the information as allowed by the public records law. The cost represents the actual cost of collecting, duplicating, and mailing the information. We cannot provide copyrighted or proprietary/confidential information that was submitted/packaged appropriately when submitted.

This form and further inquiries can be submitted to Nebraska State Purchasing Bureau at:
as.recordsmaterieipurchasing@nebraska.gov or you may contact us at: (402) 471-6500