

In addition to the application, please forward the following items to request bond approval:

The last three years of CPA prepared accrual based year end **business statements**. If CPA statements are not available, forward accrual based balance sheet and income statements as of the last three last fiscal year ends.

Current **insurance** certificate

Unless the contract was negotiated, forward the **name and amount bid** of the 2nd and 3rd bidder.

Forward a copy of the **contract** – signed or unsigned,

If the entity requiring the bond has a specific bond form that they want to be used, forward that **bond form**.

Sts/form q – over100 contract addl info/05.05