

**JB-1100 CRAFT EMPLOYEE REQUEST TO REMAIN LIVE BIDDER**

**Local Services** - Upon receipt of employee's live bid requests, verify the validity, complete sections 1 and 2 for those eligible, and forward to the HRSSC JBM mailbox for your Area. File employee's written request locally.

1 *	Local Services Contact Name		Contact phone #		
2 *	Employee Name	(EIN)	Posting #	Position #	Date Received

Comments:

**(Reserved for Future HCES Use)**

\* Required Fields - Please ensure all required fields are completed. Omission of information may cause delay and/or return of the worksheet.