

Purchasing Services
SUPPLIER SELECTION JUSTIFICATION

Instructions: This form must be completed, signed and forwarded to Purchasing Services when seeking to purchase items or services in excess of \$25,000. The elements to be satisfied are:
1) cost basis (bids or quote); 2) justification/rationale for the supplier selection.

FIS Document #: _____ Supplier Name: _____

Product Description: _____

Supplier selection was based on:

Competitive Bid Process

Attach supplier proposals and define rationale for supplier selected:

If no competition was utilized, check the appropriate box.

Emergency Purchase: _____

Purchasing Services Preferred Supplier

Architect/Engineering Fee Schedule

Other: _____

Additional Information (attach a second sheet, if necessary):

Submitted by: _____ **Date:** _____

Approved by: _____ **Date:** _____

(PI, Dept Bus Mgr, Dept Head, Lab Mgr)

Purchasing Services Approval: _____ **Date:** _____

Federal Supplier Verification Recurring: original PO # _____

Notes: _____

Fiscal Year: _____

PO#: _____

Dept#: _____

Vendor #: _____