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:________________________________________

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Fiscal Year: __________________

PO#:________________________

Dept#:_____________________  Vendor #:________________________

Revised Nov 2007