

**Purchasing Services
SUPPLIER SELECTION JUSTIFICATION**

Instructions: Complete this form when seeking to purchase items or services \$25,000 or more or \$10,000 or more when using sponsored funds. This form and quote can be attached to the Marketplace requisition or forwarded to Purchasing Services. The elements to be satisfied are: 1) Cost basis (bids or quote) 2) Justification/Rationale for the supplier selection
This documentation is not required when using Purchasing Services Preferred Suppliers.

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: _____

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:** _____

Notes: _____

PO#: _____

Fiscal Year: _____