

**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.**

Purchase Order #: \_\_\_\_\_ 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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Fiscal Year: \_\_\_\_\_

PO#: \_\_\_\_\_