# Purchasing Services

**SUPPLIER SELECTION JUSTIFICATION**

Product Description:

Supplier Name:

FIS Document #:

**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.**

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:**

**Approved by**:

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

**Date:**

**Date**:

Notes:

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**Purchasing Services Approval**: Date:

PO#:

Fiscal Year:

Revised May 2018