

**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: \_\_\_\_\_