

VENDOR JUSTIFICATION

1. The items listed on the attached requisition may be purchased from more than one vendor:

Yes [] No []
(go to question 2a.) (go to question 2b.)

2a. If answer to question 1 is yes, list the name, phone number, contact person or website, and bid price quoted of the three (3) vendors you contacted

2b. If answer to question 1 is no, explain the specific requirements of the item(s) limiting it to a sole source supplier of the justification making it a proprietary purchase.

VENDOR: _____
BID \$: _____
PHONE #: _____
CONTACT: _____
WEBSITE: _____

VENDOR: _____
BID \$: _____
PHONE #: _____
CONTACT: _____
WEBSITE: _____

VENDOR: _____
BID \$: _____
PHONE #: _____
CONTACT: _____
WEBSITE: _____

SUGGESTION:
WWW.GOOGLE.COM/PRODUCTS

2. The prices shown on the attached requisition are the lowest available prices afforded from vendors contacted.

Yes [] No []

3. If answer to question 3 is no, state reason for selecting vendor listed on this requisition.

INSTRUCTIONS

This form must be completed by the individual initiating a purchase requisition in the amount of \$500 or more.

SIGNED: _____

PHONE #: _____

Board policy defines "biddable items" as items that are similar, like or equal which can be purchased from more than one vendor. Brand name does not restrict an item from being biddable.

DATE: _____