

# Purchase Justification Form

- For purchases under \$5,000, no quotes are necessary. Simply complete this form.
- For purchases \$5,000 up to \$20,000, obtain at least three verbal quotes and complete this form.
- For purchases over \$20,000, obtain at least three written quotes.
- For sole source vendors equaling or exceeding \$20,000, complete vendor information and selection justification sections.

## Vendor Information(Selected Vendor)

Vendor Name

Address

City  State  Zip

Phone Number  Email

Total Cost Quoted  Name of Contact

## Selection Justification

State any considerations, such as price, product quality, terms, existing equipment compatibility, etc., which will justify the vendor selection.

Check if appropriate:  Small Business  Minority-owned

## Other Vendor Quotes (Under \$5,000, do not complete)

List at least two other vendors contacted for this purchase.

Vendor Name: <input type="text"/>	Vendor Name: <input type="text"/>
Address: <input type="text"/>	Address: <input type="text"/>
City/State/Zip: <input type="text"/>	City/State/Zip: <input type="text"/>
Phone Number: <input type="text"/>	Phone Number: <input type="text"/>
Total Cost Quoted: <input type="text"/>	Total Cost Quoted: <input type="text"/>
Name of Contact: <input type="text"/>	Name of Contact: <input type="text"/>
<input type="checkbox"/> Small Bus. <input type="checkbox"/> Minority-owned	<input type="checkbox"/> Small Bus. <input type="checkbox"/> Minority-owned

### Remember:

- Attach any written quotes for purchases over \$20,000.
- Attach this form to purchase order.