

Purchase Justification 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 \$5,000, complete vendor information and selection justification sections.
- For purchases over \$50,000, formal written agreement required.

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

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 at least 3 written quotes for purchases over \$20,000.
- Attach this form to purchase order or check request.