**Instructions:** This form must be completed, signed and forwarded to Purchasing Services when seeking to purchase items or services in excess of $25,000. The elements to be satisfied are: 1) cost basis (bids or quote); 2) justification/rationale for the supplier selection.

<table>
<thead>
<tr>
<th>FIS Document #:</th>
<th>Supplier Name:</th>
<th>Product Description:</th>
</tr>
</thead>
</table>

Supplier selection was based on:

- [ ] Competitive Bid Process
- [ ] Emergency Purchase: ____________________________
- [ ] Purchasing Services Preferred Supplier
- [ ] Architect/Engineering Fee Schedule
- [ ] Other: _______________________________________

If no competition was utilized, check the appropriate box.

- [ ] Emergency Purchase: ____________________________
- [ ] Purchasing Services Preferred Supplier
- [ ] Architect/Engineering Fee Schedule
- [ ] Other: _______________________________________

Additional Information (attach a second sheet, if necessary):

________________________________________________________________________

________________________________________________________________________

Submitted by: ____________________________ Date: ________________

Approved by: ____________________________ Date: ________________

(Purchasing Services Approval: ____________________________ Date: ________________)

Fed Supplier Verification □ □ Recurring: original PO # ________________

Notes:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Purchasing Services Approval: ____________________________ Date: ________________

Federal Supplier Verification □ □ Recurring: original PO # ________________

Notes:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Fiscal Year: _________

PO#: ________________

Dept#: ________________

Vendor #: ________________

Revised Nov 2007