

Purchase Justification Form (Required for all purchases over \$25,000)

This form is designed to assist Simmons University employees in providing the necessary information required to process a requisition as required by the University's Purchasing Policy.

**Complete either Sole Source Justification OR Competitive Bid Summary **

Supplier: _____

Total Cost: _____

Option A: Sole Source Justification - Competitive bids not solicited because:

- checkbox supplier is the only authorized distributor/provider for this specific good or service
checkbox supplier is the only servicer for existing equipment or software
checkbox supplier selected is under group purchasing consortium or contract
checkbox Other - Justification required:

Option B: Competitive Bid Summary:

Table with 3 columns: Supplier, Total Cost, Check Selected Supplier. Rows 1, 2, 3.

Justification required if supplier selected is \$10,000 higher in cost than the lowest bidder:

I certify that the above statements are true and accurate and that I have not omitted any material facts that may have influenced this decision.

Signature

Printed Name

Date

If either justification field is complete, approval required from:

Department Head

Director of Purchasing