

## 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

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

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

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

- 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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SUGGESTION:

[WWW.GOOGLE.COM/PRODUCTS](http://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 2 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 \$2,500 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: \_\_\_\_\_