This form must accompany a Purchase Requisition (PR) when other than low bid, quotation, or proposal is requested for products and/or services exceeding $2,500.00. Please include all Firms or Service Provider quotes and other pertinent data with this form. Please complete the appropriate section(s) as listed below.

WebREQ or PR # ___________________________ Solicitation Ref. # ___________________________

Low bid, quote or proposal is not being accepted or recommended for award for any one or more of the following reasons:

☐ Quality of Firm or Service Provider products and/or services is sub-standard and does not meet operational requirements or expectations. Describe:

☐ Unsatisfactory delivery on orders within past 6 months. Please identify transactions by PO#:

# __________ # __________ # __________

☐ Warranty provisions would be voided (proprietary products).

☐ Unsatisfactory past performance and/or customer service (responsiveness) within the past 6 months. Please identify transactions by PO#:

# __________ # __________ # __________

☐ Continuity of product or service (same brand).

☐ Additional quantity required that must match current supply such as a printing re-run.

☐ Additional quantity required; Firm holds pricing firm and original reward was put out to public bid, quote or proposal.

☐ Firm’s product is not compatible with current requirements.

☐ Service response time required within [______] hours from time of call.

☐ Purchase involves a die, tool, mold, set-up charge and current Supplier owns rights. Will be too costly or take too long to duplicate.

☐ Purchase involves a trademark, patent or intellectual property right, therefore award must be made to the Firm with ownership rights.

☐ Emergency purchase.

☐ Other. Describe:

Signature of Requestor ___________________________ Date ___________________________

Name ___________________________

Approved: Faculty or Department Head or Vice-President ___________________________ Date ___________________________

Name ___________________________

9/10/08