



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