

VENDOR SELECTION FORM

For Requisition Number R _____

This form is required and must be submitted to the Purchasing Department for every requisition of \$25,000 or more. All sections are to be completed. Fill in the requested information and check the appropriate boxes.

Date:	Requisitioner's Name:	Department:	Total amount of order: \$
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- Requisitions totaling **\$25,000 or more** must be supported by documentation of the solicitation effort and evaluation of **3 Written Proposals**. This documentation is to be available for audit review. This documentation must be retained in your department for seven 7 years per Record and Email Retention policy - Q.4. issued 08/07.

If the order is for over \$100,000, Check One:

<input type="checkbox"/> Contract is non-standard and has been reviewed by IIT General Counsel Date of review:	<input type="checkbox"/> Contract is made using an approved IIT standard construction or consulting form.	<input type="checkbox"/> Purchase is of a standard nature and should be made using the IIT purchase order terms and conditions.
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Name of IIT person who obtained the quotes: _____
Name

OR, quotes were gathered by others:

quotes were gathered by: <input type="checkbox"/> Communications & Marketing	<input type="checkbox"/> Purchasing	<input type="checkbox"/> Other: _____
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Item/Service Description:

Summary of written competitive quote information (List the three most competitive quotes received):

Vendor Name	Quote number	Quote Date	Total delivered price quoted	Comments
			\$	
			\$	
			\$	

Name of Vendor Selected:	
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IF COMPETITIVE BIDS WERE NOT GATHERED, A SOLE SOURCE JUSTIFICATION FORM MUST ACCOMPANY THIS VENDOR SELECTION FORM

Print Your Name:	Sign Your Name:	Date:
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By signing this form you are affirming that IIT Purchasing Policy has been followed and that records have been retained and are on file in your department and available for future audit.