



Selection of Source & Price Justification



Requisitions exceeding \$10,000

Note: Mac Preview is not compatible with this form. Please use Adobe Reader or Adobe Acrobat Pro.

Requisition Number: _____

Selection of Source: MIT requires vendor and price justification for requisitions exceeding \$10,000. Please complete this form to explain why this bid was selected and how a reasonable price was determined.

Written quotes must be attached:

- Whenever available, regardless of purchase price;
- When the requisition does not include a clear and precise description of what is being purchased;
- *Always* when the purchase price exceeds \$50,000.

To complete this form, save a copy to your computer and attach it to the requisition once it has been created in SAPweb.

Websites: Learn more about [document attachment in SAPweb](#) and [SmartBuy](#).

Section 1: Please list the vendors that you researched and the pricing that was provided.

Selected Bid	Vendor Name	Total Price

Section 2. Why did you choose this vendor? (select one)

Section 2a. Provide further explanation based on section 2.

Section 3. How did you determine that the price was reasonable? (select one)

Section 3a. Provide further explanation based on section 3.

Requisitioner's Signature