

Appendix 8 EOC Supplier Justification Form

(Must accompany both an SSC Work Order and Purchases made outside SSC System)
Competitive bidding is required whenever university and/or government funds are used and the total purchase amount is \$5,000.00 or greater.

For all purchases for a period of emergency as defined and declared by the TAMUG Judge, County EOC Director or the Commissioners Court, a TAMUG Supplier Justification Form must be completed, signed, and attached to an approved Purchasing Requisition. All purchases must be routed through the Purchasing Unit in the EOC – *no matter what amount.*

SECTION A – LOWEST COMPETITIVE BID - Record all oral or written quotations below and for audit purposes, please attach copies of all bids/quotations when submitting your purchasing requisition

SUPPLIER A	TOTAL PRICE	\$
SUPPLIER B	TOTAL PRICE	\$
SUPPLIER C	TOTAL PRICE	\$

SECTION B - NONCOMPETITIVE PURCHASE JUSTIFICATION - Required if lowest bidder was not chosen

SELECTED SOURCE Alternative suppliers do exist, but selection was based on: a) technical requirements (e.g. precision, product reliability, proximity to emergency response, etc.) or b) history of past performance with alternative suppliers
Indicate all alternative suppliers which were considered and on what basis they were rejected:

~~**SOLE SOURCE**~~ **NO SOLE SOURCE PURCHASES WILL BE AUTHORIZED.**

⊗ **EMERGENCY ORDER** Please explain the nature of emergency and reasons for supplier selection

OTHER NOTES:

PURCHASING AUTHORIZATION:(signature of the EOC representative managing and authorizing the purchase)

Name (please print): _____ Signature: _____ Date: ____