



DePauw University
Business Services
300 W. Hill Street
Greencastle, IN 46135

Vendor Selection Form

This form documents the purchase of goods and/or services greater than \$5,000. Submit this form, along with original quotes, with the Purchase Order to Business Services, 300 W. Hill Street, Greencastle, IN 46135. For more information, please see the [University Purchasing Policy](#).

Date: _____ Requisitioner: _____ Department: _____

Quotes Obtained By: ☐ Business Services ☐ Department ☐ Other (explain) _____

Competitive Quote Information (List three most competitive quotes received):

Supplier Name	Quote Date	Item or Model #	Price	Comments

Supplier/Consultant Selected

Supplier Name: _____

Contact Name: _____ Contact E-Mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Country: _____ Phone: _____

Reason for Selection (add explanation below)

- | | |
|--|--|
| <input type="checkbox"/> Supplier provided the best overall offer | <input type="checkbox"/> Emergency/Urgency |
| <input type="checkbox"/> Contract with vendor for goods or services | <input type="checkbox"/> Compatibility with existing equipment |
| <input type="checkbox"/> Supplier is sole manufacturer/provider | <input type="checkbox"/> University sponsored consortia |
| <input type="checkbox"/> Supplier is sole acceptable manufacturer/provider | <input type="checkbox"/> Other (explain below) |

Explanation (attach additional information below)

To Be Completed by Business Services

- ☐ Yes ☐ No The vendor quotes/explanation have been reviewed and appear reasonable for the proposed specifications.

Signature: _____