

Addendum C

**INFORMATION SUMMARY SHEET FOR
PURCHASE REQUISITIONS EXCEEDING \$100,000**

1. DESCRIPTION OF GOODS OR SERVICES TO BE PURCHASED:

2. ESTIMATED COST:

3. SOURCE OF FUNDS (SPECIFIC BUDGET):

4. PROPOSED USE:

5. BENEFIT TO THE UNIVERSITY:

6. OTHER PERTINENT INFORMATION

7. SUGGESTED BIDDERS

8. SOLE SOURCE JUSTIFICATION (IF APPLICABLE)

Requested by: _____ Date _____

Department: _____

Approved by _____ Date _____

Principal Investigator/Department Chair

_____ Date _____

College/Divisional Administrator

_____ Date _____

Dean/Director

_____ Date _____

Vice President/Senior Vice President

_____ Date _____

President

NOTE: SHOULD THE FINAL PURCHASE PRICE FOR THE GOODS OR SERVICES EXCEED THE ESTIMATED COST BY \$25,000 OR 15%, WHICHEVER IS LESS, AN ADDITIONAL APPROVAL BY THE PRESIDENT WILL BE REQUIRED.

Attachments: Original Purchase Requisition or Contract
 Sole Source Justification (if space above is insufficient)
 Any other relevant documents