

Purchase Order Form

Use the Excel version of this form on Shared Drive to submit



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University

Employee ID:		Name:	
Title:		Budgetary Department:	

To be filled by the director requesting the order			To be filled by the purchase office		
Type of Purchase	Item	Suggested Vendor/Site	PPU (\$)	# (Units)	Total (\$)

Fill out separate forms for items that will be under different expense categories.

Notes:

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Name of the Supervisor: _____

Signature of the Supervisor: _____

Date: _____

CFO (If Budgeted)/President (If not Budgeted):

Date: _____

TO BE FILLED AFTER THE ORDER IS COMPLETED BY THE PURCHASE OFFICER

Attach invoice, proof of payment (e.g. credit card slip, receipt, wire receipt) after the final approval from the CFO/President and submit to the Finance Office.

Name of the Supervisor: _____

Date: _____

Signature of the Supervisor: _____ Expense Category: _____

Catering Request Form

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Employee Name:		Budgetary Department:	
Employee Title:		Expense Category:	
Event Name:		Date/Time of the Event:	
Event Location:		Time you would like catering set by:	
Number of Guests:		Food Allergy/ Dietary Restrictions	
Budget Restrictions:		Dish Type (Choose One):	Standard / Upgraded Plastic / China

Notes		Menu Items	Quantity	Total

Signature of Employee: _____

Date: _____

Name of the Supervisor: _____

Signature of the Supervisor: _____

Date: _____

CFO (If Budgeted)/President (If not Budgeted):

Date: _____

Non-Competitive Justification Form



Complete this form for any requisition with a value greater than \$10,000 where competition may be restricted. Completing this form does not guarantee that the proposed vendor will be selected. Purchasing Services may require additional information. It is the requisitioner's responsibility to provide all the required information and documentation indicated on this form.

Definitions

Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. *The item is available only from a single source;*
2. *The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;*
3. *After solicitation of a number of sources, competition is determined inadequate.*

This completed form must be attached to the requisition, including any additional back-up.

Part I: Ordering Department/Supplier Information

Department Name: [Click or tap here to enter text.](#)

Requisition Number: [Click or tap here to enter text.](#)

Vendor Name: [Click or tap here to enter text.](#)

Part II A: Explanation for Non-Competitive Selection

Select one or more of the following statements (check the box) to support why the requisition noted above should be a Non-Competitive purchase. ANY selection requires explanation in the additional space provided. Please check all that apply.

Sourcing Reason:

- ☐ Items sold through manufacturer only; no other comparable unit available.
- ☐ Used or demonstration equipment available at a lower-than-new cost. Must match existing piece of equipment and be available only from the same source of the original equipment.
- ☐ Repair/Maintenance service requires expertise in operations on unit. Necessary parts unavailable from any source except original equipment manufacturer or their designated servicing dealer.
- ☐ Service(s) provided by the vendor are unique and therefore competitive bids are not applicable.

- ☐ Preferred Suppliers available, but do not meet end user requirements as **clearly detailed below**.
- ☐ After solicitation of a number of sources, competition did not yield adequate value for reasons **clearly defined below**.
- ☐ Other

Explanation of Selected Reasons:

Explanation for Part II A is required for ANY selected statement. Information provided might include research performed or subject matter expertise detailed to justify the use of this particular vendor and their product. This must clearly indicate why the proposed vendor is the ONLY vendor that will meet your requirements. (Please attach documents if additional space is required)

End User Explanation

[Click or tap here to enter text.](#)

Part II B: Establishment of the Reasonableness of the Price

Select one or more of the following statements (check the box) to indicate why you feel the accepted non-competitive price was fair and reasonable. **ANY** selection requires explanation in the additional space provided. Check all that apply.

Fair Price:

- ☐ The price was obtained from a catalog or standard price list for items sold to the general public in substantial quantities. (Catalog or price list must be provided or be on file.)
- ☐ The quoted prices minus the vendor's discounts are lower than prices available to the general public and reflect substantial savings. You must enter dollars or percentage here: [Click or tap here to enter text.](#) (Explain the dollar calculation below.)
- ☐ The quoted prices compare favorably to market prices, or to previous prices obtained and found to be fair and reasonable, which were paid for the same or similar items on:

Date: [Click or tap here to enter text.](#) PO Number: [Click or tap here to enter text.](#)

Bid: [Click or tap here to enter text.](#)

- ☐ Independent sources indicate that this price is reasonable (i.e., Public Contracts, Blue Book).
- ☐ Other

Explanation of Selected Reason:

Explanation for Part II B is required for ANY selected statement. Information provided might include a catalog price page, pricing for similar products or other price comparison information gathered to justify price reasonableness. Please attach any additional justification information that would support the above explanations.

Click or tap here to enter text.

Part III: Certification

To the best of my knowledge I have investigated and found that the above reasons and explanations justify this requisition as a Non- Competitive purchase and that price reasonableness is adequately confirmed.

Signature

Date

Part IV: Purchasing Attestation (for Purchasing Services Use Only)

- ☐ Justification appears appropriate.
- ☐ Justification appears inappropriate.

Purchasing Attestation: I agree/disagree with the explanation provided for the following reason(s):

Click or tap here to enter text.

Signature (CFO or President)

Date