

Award To Other Than Low Bidder Memo

Date:
To:
From: Procurement and Sourcing Services
Re: Award to Other Than Low Bidder - Policy P1310
In accordance with the University's policies regarding Bids, Quotes, and Requests for Proposal (P1300) and Award to Other Than Low Bidder (P1310), an explanation is required when an award is given to a vendor who is not the low bidder.
This form must be completed to document the decision and must accompany the purchase order requisition and contract so that it may be attached to the internal purchase order for audit purposes.
Please provide explanation below:
Signature of Requisitioning Department Head Date