



PURCHASING SUMMARY SHEET  
FOR FEDERAL FUND OR GRANT PURCHASES (EDGAR form)

Use this form to justify the reasonableness of the recommend vendor's pricing for the purchase of goods and/or services.

Staff Member: \_\_\_\_\_ Campus/Department: \_\_\_\_\_

CIP/DIP Goal(s): \_\_\_\_\_

Description of Item(s)/Service(s) Requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommended Vendor: \_\_\_\_\_

Budget Code:		Amount:	
Budget Code:		Amount:	

Quotations were not obtained for this purchase because our campus/department considers the price to be reasonable based on research, experience, purchase history or other information as explained below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Person Requesting Purchase: \_\_\_\_\_ Date: \_\_\_\_\_