

af0rirs commu

information to Procurement. Answer the questions below as completely as possible. Additional pages attached if more space or additional documentation is needed. Any supporting documentation (quotes, re documentation, etc.) should be attached. Note, personal preference or price are NOT acceptable deter factors for a sole source justification.

When complete attach this form to the requisition for final approval. If assistance is needed, conta Procurement office at 409.880.8377.

GENERAL INFORMATION

d } Ç [• š		Requisition #:	
Estimated Cost:		Estimated Term:	

NOTE: Estimated cost includes all associated fees, renewals, etc. It is the aggregate total not just the cu year cost.

REQUESTING DEPARTMENT INFORMATION

Requesting Department		Requestor Name:	
RequestorPhone:		RequestorEmail	

VENDOR INFORMATION

Vendor L#		Vendor Name:	
Vendor Email:			

