VENDOR JUSTIFICATION/PRICE VERIFICATION FORM (VJF)

A vendor is a supplier providing goods or services to Northeastern. Northeastern uses the term "vendor" interchangeably with the term "contractor."

Requisition#: ____________ Vendor: ________________________________
Banner Index: _______________ Banner Account Code: __________________________
Date: ________________

Type of Competitive Bidding Procedure Utilized:

Grant: □ Contractor Preferred Vendor: □
OTA: □ Sole Source: □
Consortium Memberships: □ Did Not Bid Out □

Please provide justification for sole source: __________________________

SECTION A: Vendor Quotes (solicit 3 quotes from various vendors)

Threshold: Mandatory procedure for purchases of $10,000+ annually to vendor for itemized commodity.

Department is responsible for retaining copies of all bids and quotes for audit.

ITEM/Service Description:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Vendor 1: ___________________________ Date Quoted: ___________ Total Price Quoted: ___________

Vendor 2: ___________________________ Date Quoted: ___________ Total Price Quoted: ___________

Vendor 3: ___________________________ Date Quoted: ___________ Total Price Quoted: ___________

Department Authorization (Signature of the department buyer who initiated the purchase)

Signature: ___________________________ Date: ___________ Email Address: ___________________________
Name (please print): ___________________________ Telephone Number: __________________________

I have read and complied with the Northeastern University P2P Policy: □
I have reviewed Northeastern Conflict of Interest Policy: □
If this order is for capital equipment using Federal funds: □
I have reviewed Northeastern capital equipment listing and could not identify a similar item. □

https://northeastern.sharepoint.com/sites/finance/AccountingOffice/Federal%20Inventory%20Asset%20Listing/Forms/AllItems.aspx