🞏 **Small Purchase Quote Waiver**

To ensure reasonable competition (pursuant to Section 4.2020 of the IL Administrative Rules) the University of Illinois requires the submission of multiple quotes for requisitions that are considered a small purchase over $10,000. In certain scenarios, the University may not be able to obtain multiple quotes from vendors that meet the needs of the University. In the event a requisition is submitted without multiple quotes, this Small Purchase Quotation Waiver may be submitted in lieu of multiple quotes.

🞏**Small Purchase Other Than Lowest-Price Waiver**

To ensure reasonable competition (pursuant to Section 4.2020 of the IL Administrative Rules) the University of Illinois requires the submission of multiple quotes for requisitions that are considered a small purchase over $10,000. In certain scenarios, the lowest-priced quote may not meet the needs of the University. In the event a requisition is submitted requesting a purchase to a vendor other than the lowest-priced quote, this Small Purchase Other Than Lowest-Price Waiver must be submitted.

Check All That Apply:

🞏 The supply or service is only available from a single vendor

🞏 There is a need for a brand name product that is not available from multiple vendors

🞏 There is an urgent need for the supply or service that does not allow time to obtain multiple quotes

🞏 There is not a supply base that can meet the regional or geographic requirements for the product or service

🞏 The supply or service quoted by the lowest-quote vendor was not compatible with the needs of the University

🞏 The supply or services quoted was not able to be provided in the time required by the University

🞏 Other *(Provide Additional Information Below)*

Additional Information *(Required)*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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Brief Description of Purchase:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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Estimated Dollar Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Requisition Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Requisitioner’s Department Requisitioner’s E-mail Address Requisitioner’s Phone Number

I understand that:

* The information provided in this waiver must be a truthful and an accurate representation of the small purchase referenced
* It is normally in the best interest of the University to obtain multiple quotes
* A new waiver must be completed for a new/subsequent purchase
* It is a shared responsibility to consider Business Enterprise Program (BEP) certified and Small Businesses when making a small purchase (for more information visit [www.sell2.illinois.gov](http://www.sell2.illinois.gov))

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Requisitioner’s Name Requisitioner’sTitle Requisitioner’s Signature