

SMALL PURCHASE QUOTE WAIVER

To ensure reasonable competition (pursuant to Section 4.2020 of the IL Administrative Rules) Eastern Illinois University requires the submission of multiple quotes for requisitions that are considered a small purchase and are greater than or equal to \$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 Quote 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) Eastern Illinois University requires the submission of multiple quotes for requisitions that are considered a small purchase and are greater than or equal to \$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 from 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 services 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 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.
- There is an urgent need for the supply or service that does not allow time to obtain multiple quotes.
- Other

Provide qualifying information for your selections above:

Brief description of purchase:

Estimated Dollar Amount: \$ _____ Requisition Number: _____

I understand that:

- The information provided in this waiver must be a truthful and 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 cms.illinois.gov/business/sell2.

Requestor's Name

Email

Phone Number

Department

Signature

Date