



# Selection of Source

## Requisitions exceeding \$5,000



**Requisition Number:** \_\_\_\_\_

**Selection of Source:** MIT requires vendor and price justification for requisitions exceeding \$5,000. Please complete this form to explain why this bid was selected and how a reasonable price was determined. Remember to provide written quotes whenever available and *always* when the purchase price exceeds \$10,000.

**To complete this form,** \_\_\_\_\_

**Section 1:** Please list all companies you researched and the pricing that was provided.

Selected Bid	Company Name	Total Price

**Section 2.** Why did you choose this vendor? (select one)

**Section 2a.** Provide further explanation based on section 2.

**Section 3.** How did you determine that the price was reasonable? (select one)

**Section 3a.** Provide further explanation based on section 3.

\_\_\_\_\_  
Requisitioner's Signature