



NORTHEASTERN UNIVERSITY

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: Consortium Memberships: Contracted Preferred Vendor:

OTA: Sole Source: 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>