



EQUIPMENT JUSTIFICATION FORM

Agency Name:
Contract Number:

Procurement Contact:
Program:

Please answer the questions below; the responses must coincide with the budget.

| Question | Response |
|--|---|
| Please describe the item or items to be purchased and cost of each item. | |
| Select the procurement method(s) used to select vendor (i.e., price quotes, competitive bids, auction site). Check all that apply. | <input type="checkbox"/> Price Quotes (must provide 3 price quotes) <input type="checkbox"/> Competitive bids <input type="checkbox"/> Auction <input type="checkbox"/> Other (Describe) |
| Where will the equipment be located: | <input type="checkbox"/> Direct <input type="checkbox"/> Subcontractor Site Name: _____ Address: _____ |
| Please give a detailed justification why the equipment is needed, and how it will be used to benefit the program. | |