



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.	