

Addendum C

**Information Summary Sheet for  
Purchase Requisitions Exceeding \$100,000**

1. DESCRIPTION OF GOODS OR SERVICES TO BE PURCHASED:

2. ESTIMATED COST:

3. SOURCE OF FUNDS (SPECIFIC BUDGET):

4. PROPOSED USE:

5. BENEFITS TO THE UNIVERSITY:

6. OTHER PERTINENT INFORMATION

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7. SUGGESTED BIDDERS

8. SOLE SOURCE JUSTIFICATION (IF APPLICABLE)

Requested by: \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Principal Investigator/Department Chair

\_\_\_\_\_ Date \_\_\_\_\_  
College/Division Administrator

\_\_\_\_\_ Date \_\_\_\_\_  
Dean/Director

\_\_\_\_\_ Date \_\_\_\_\_  
Vice President/Senior Vice President for Academic Affairs & Provost

\_\_\_\_\_ Date \_\_\_\_\_  
Vice President for Administration and Finance

\_\_\_\_\_ Date \_\_\_\_\_  
President

**NOTE: SHOULD THE FINAL PURCHASE PRICE FOR THE GOODS OR SERVICES EXCEED THE ESTIMATED COST BY \$25,000 OR 15 PERCENT, WHICHEVER IS LESS, AN ADDITIONAL APPROVAL BY THE PRESIDENT WILL BE REQUIRED.**

Attachments: Original Purchase Requisition or Contract  
Sole Source Justification (if space above is insufficient)  
Any other relevant documents