

**Purchase Requisition  
Non-Competitive Justification**

Complete all that apply:

New Purchase

Amendment to an Existing Purchase Order

Start Date:

Existing PO #

End Date (for framework order only):

Amendment Start Date:

Amendment End Date:

Original \$ Amount:

Amendment Amount:

Total \$ Amount with ALL Amendments:

*\*Per Fiscal Policy FI0405, if a sponsored project specifically identifies a vendor in the grant documents, an NCJ is not required. Instead you will select "standard order" as the order type and will not fill out this form. Please attach grant documents to the requisition.*

Explain in detail why the University should use Non-Competitive negotiation rather than a competitive process –

Approval Notes: