Blanket Purchase Order

Justification Worksheet

This document is to be used as a worksheet only. Justification for a Declining PO-Blanket Purchase Order must be submitted as part of the TechMart form.

<table>
<thead>
<tr>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Each individual purchasing against this BPO has reviewed suppliers’ catalogs and made a determination that the prices are fair and reasonable based on their personal knowledge of what an item costs, previous purchases for similar items, or competitor’s pricing for similar items?</td>
</tr>
<tr>
<td>☐ By submitting this, I certify the above to be true.</td>
</tr>
</tbody>
</table>

2. What is the business purpose for opening this BPO?

3. Does this BPO exceed $10,000.00?
   - ☐ Yes
   - ☐ No

   If Yes, please list all other suppliers considered and reasons for not selecting those Suppliers:

4. Do you anticipate ordering any single item costing over $5,000?
   - ☐ Yes
   - ☐ No

   If Yes; If any single item(s) cost more than $5,000, they are disqualified from being ordered on a BPO. Please submit the item(s) on a different form or contact your Buyer for further directions.
   - ☐ I understand

5. Each individual purchasing against this BPO is responsible for reviewing Caltech’s Hosted and PunchOut catalogs. Items available through a Hosted or PunchOut catalog should be ordered directly through the catalog?
   - ☐ I understand

6. Form completed by: