



## Supporting Documents for Requisitions

### For Requisitions for New POs:

#### Attachments

Written Quote(s)

Justification for Supplier Selection

Document to Support a Missing Quote such as Supplier's Email or Manufacturer's Email

Non-Competitive Procurement Justification

Supplier's Final Quote  
and  
RFX Number in Notes to Buyer

Supplier Verification of Compliance Form (SVC)

Supplier Conflict of Interest Form

Relationship Questionnaire

Standalone Agreement/Contract

Radioactive Permit Number in Item Description  
AUP number in Item Description

#### Requisition Scenario Where Attachments Are Required

Supplier is selected from quote(s) based on purchasing thresholds

Supplier is selected from multiple quotes,  
and  
The selected supplier is not the lowest price offerer

Supplier is selected from multiple quotes,  
and  
A quote is missing due to reasons such as a supplier declines to quote or limited number of suppliers

Supplier is selected in accordance with a non-competitive procurement provision,  
and  
Order is over \$9,999

Supplier is selected from a RFX process

Apparel orders,  
and  
Supplier is not listed on DHR website

Total order is over \$99,999 and supplier is not selected from a RFX process,  
or  
There is a known or perceived conflict of interest between the suppliers and the university personnel involved in the purchasing process

Services provided by an individual or an owner operated business (sole proprietorship)

Separate agreements or contracts have been signed or will be signed for the purchase

Radioactive material purchases  
Live animal (vertebrates) purchases

### For Requisitions Revising Existing POs:

#### Attachments

Existing PO number in Notes to Buyer  
and

Supporting Quote

Are signatures on original documents sufficient for the new

#### Requisition Scenario Where Attachments Are Required

All requisitions revising an existing PO

Revise an existing PO



value?

If no, documents need to be refreshed with signatures from required authority and resubmitted

and

The value of the PO exceeds a purchasing threshold after the revision

Non-Competitive Procurement Justification

Original blanket PO covering a period of time, revise it by extending original term

**Source URL:** <https://www.uoguelph.ca/finance/supporting-documents-requisitions>