



## P0001H Use of Higher Quote Request

Attach form to purchase requisition in acQuire

The [Queen's University Procurement Policy](#) applies to the purchase of all products & services and reflects all federal and provincial laws that govern public sector procurement, including competitive market practices. The Procurement Policy and related procedures apply to all expenditures from all funds: operating, research, ancillary, capital and special purpose. Compliance with the Policy is mandatory. In addition, the

Name: \_\_\_\_\_

Signature \_\_\_\_\_

Position \_\_\_\_\_

Date: \_\_\_\_\_



This acquisition is intended for the following:

Product or Service description:

Recommended Supplier Name:

Empty box for product/service description and recommended supplier name.

Rationale: Explain why the Supplier you are requesting offers better value than the lowest priced quotation/proposal.

Large empty box for providing rationale for the supplier selection.

By submitting this form, I understand and accept that the Queen's University Procurement policy requires quotations from different suppliers for products or services valued between \$10,000 and \$99,999 and formal competitive proposal calls, for products or services valued over \$100,000. I, the requester, also acknowledge that the order has NOT been placed with the supplier until authorized to do so by the Director, Strategic Procurement Services.

Note: The requester in acquire cannot approve the PR

Empty box at the bottom of the form.