





This acquisition is intended for the following:

Product or Service  
description:

Recommended  
Supplier Name:


Rationale: Explain why the Supplier requested is the only one that can satisfy the requirements, as well as why alternatives are unacceptable. Attach additional pages if necessary.

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By submitting this form, I understand and accept the Queen's University Procurement Code of Ethics and that the Queen's University Procurement Policy requires competitive quotations 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,