



This form applies to contract purchases made after the initial year of a multi-year contract (e.g., year two of three). This form serves to affirm that prior due diligence and/or bidding were completed as required at the initiation of the original agreement/contract of which the purchase below is a part.

Section 1: Preparer Information

Employee Name Email Phone

Department GL Account Number(s) for this Transaction

Budget Manager Dean (if applicable) Divisional VP/Executive Director

Section 2: Bid Overview

Project/Contract Name: _____

Contract Start Date (dd/mm/yyyy) Contract End Date (dd/mm/yyyy) Contract Year 1 PO Number

Vendor Information:

Vendor Name Vendor Contact

Phone Fax Email

Address City State Zip

Section 3: Compliance and Conflict of Interest Certification

- ☐ I certify that all required due diligence and/or bid research was completed prior to the signing of the original contract related to this purchase.
- ☐ I certify that the information above is correct to the best of my knowledge.
- ☐ I certify that this purchase is in compliance with all university purchasing policies and standards of business conduct.
- ☐ I certify that neither I, any member of my family, nor any member of my department is an employee of the selected vendor, nor am I, any member of my family, or any member of my department related to any employee of the selected vendor; I further certify that neither I, any member of my family, nor any member of my department have a financial interest in the selected vendor or stand to gain from use of the vendor.

OR

- ☐ I hereby declare that there is a potential conflict of interest with the selection of this vendor. See disclosure on attached form 400.002F1 or 400.002F2.

Preparer's Printed Name Signature Date

Section 5: Next Steps

- Attach this form to your purchase order requisition.