

**New Vendor Justification Form**

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To expedite your ability to procure the products or services you need, and to manage the number of new vendors added, we are asking that you consult the current vendor list to see if an existing vendor can be used. If it is determined that an existing vendor will not meet your requirements, you will be required to submit this form to document the need of doing business with a new vendor – one that Methodist University is not currently doing business with, and/or is not listed as a vendor in Jenzabar.

**Vendor Name:** \_\_\_\_\_

Provide the Remit-to or Accounting contact details:

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Contact Person Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Explain how or why this vendor, or the product or service they provide, is unique in that no existing vendor will be suitable or acceptable to meet the need. Cite the qualities/features that make this vendor, and or product or service unique in meeting the need. Lowest price and/or shortest delivery time is an acceptable reason.**

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\_\_\_\_\_  
\_\_\_\_\_  
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**Specifically name other vendors that were considered or evaluated.**

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\_\_\_\_\_  
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**Specifically state why and how other vendors considered are deficient in meeting the need.**

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\_\_\_\_\_

\_\_\_\_\_  
**Name & Title of Requestor**

\_\_\_\_\_  
**Date**

*Send this completed form and the vendor's W9 via email to: [muprocurement@methodist.edu](mailto:muprocurement@methodist.edu)*