

**[INSTRUCTIONS FOR COMPLETING THIS FORM ARE IN RED AND BRACKETS. PLEASE COMPLETE EVERY FIELD AND DELETE ALL INSTRUCTIONS INCLUDING THE BRACKETS. This form is to be used for purchases over $100,000 OR contracts/amendments beyond 5 years AND Construction contracts over $250,000 OR contracts/amendments beyond 5 years.]**

*System Procedures 5.14.2, Part 2 & 6 Subpart B; and 5.14.5, Part 4, subpart D require
completion of this form for purchases over $100,000*

# REQUEST FOR VICE CHANCELLOR APPROVAL

## Requester Information

[Requester must have delegated authority to sign the contract or amendment]

|  |  |  |
| --- | --- | --- |
| Name of Institution:       | Contact Name:       | Job Title      |
| Department/President      | Email:      | Phone:      |

## Vendor/Supplier Information

|  |  |  |
| --- | --- | --- |
| Company Name      | Contact Name:       | Job Title      |
| Address:       | Email:       | Phone:      |

## Project Information

[Please attach required documents, such as solicitation, supplier quote, proposal or professional service contract as required by Marketplace workflow approval]

|  |  |  |
| --- | --- | --- |
| Request Date:       | Funding Source      | Cost Center Number      |
| Request type: | [ ]  Purchase over $100,000 (Materials or equipment only, no services).[ ]  Services Contract over $100,000 or beyond 5 years.[ ]  Design/Construction contract over $250,000 or beyond 5 years. Needs to be fully captured in e-builder. |
| **New Purchase** | Estimated Cost | **Amendment**  | Estimated Cost |
| PO/Contract Amount | $       | Original Amount | $       |
| Contingency Planned | $       | Amendment Amount | $       |
| Total Amount | $       | Total Amount | $       |
| Explain the reason for the purchase/contract |       |
| Contract Location | [ ]  Marketplace  | Contract/Requisition Number:       |
|  | [ ]  e-Builder | e-Builder Project Number:      |
|  | [ ]  Other | Please, specify:       |
| Contract Term  | [ ]  Greater than 5 years [ ]  Not greater than 5 years |
| If greater than 5 years, please explain: |       |
| Vendor Selection Process | [ ]  Master or Cooperative Contract | Contract Number:       |
|  | [ ]  Public Notice  | Date of Solicitation:       |
|  |  | Method of Notice:       |
|  |  | Number of responses:       |
|  | [ ]  Single Source: | Attach Single Source Exemption form |

**Instructions for Submission for Approval:**

**Please upload/attach this document to your contract in Marketplace, or if related to design or construction, please route to** [**Facilities Program Manager**](http://minnstate.edu/system/finance/facilities/design-construction/index.html)**.**

[ ]  Approved [ ] Disapproved

By:       , Vice Chancellor for Finance and Facilities

Date:

Reason for Disapproval: