

**[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: