

 <p>Contracts, Purchasing, and Risk Management</p>	<p align="center">NORTHERN ARIZONA UNIVERSITY</p> <p align="center">Contracts, Purchasing, and Risk Management</p> <p align="center">LODGING, MEALS AND RENTAL EQUIPMENT EXCEEDING \$100,000</p> <p align="center">928-523-4557</p>	<p>RETURN TO: PO Box 4124</p> <p>NAU-Purchasing@nau.edu</p> <p>Revised: 12/31/2018</p>
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Information	
<p>The Arizona Board of Regents (ABOR) Procurement Code requires goods and/or services to be procured with the maximum practical competition. Under certain circumstances, the formal bidding procedure may be waived and the University President or designee(s) may authorize procurements without competitive bidding when impractical.</p>	
Requisition Number:	Date:
Requestor's Name:	E-mail:
Department:	Event Date:
Hotel Name:	

Justification
<p>Provide detailed justification for hotel chosen:</p>
<p>Attach three (3) quotes and any additional documentation.</p>

Authorization	
Department Dean, Director or Chair	
Name:	Date:
Signature:	
Area Vice President/Provost	
Name:	Date:
Signature:	

Contract, Purchasing, and Risk Management Use Only	
Procurement approved by:	
Buyer:	Date:
Assistant Director:	Date: