

**OVERSEAS PURCHASES REQUISITION BACKUP FORM**

1. Requesting Department:
2. Name of vendor:
3. Description of purchase:
4. The cost, including any extensions or Associated Purchases: *(Please see Paragraph "C" of Sourcing Procedure 1.1 for the description of "Associated Purchases.")*
5. If the purchase includes service(s), will each service be provided (i) by an employee of the vendor, (ii) in a location outside the United States, and (iii) for employees or students of UConn in that same location outside the United States.  
Yes  
No  
The purchase does not include a service
6. If the purchase includes the sale or lease of equipment or other goods, will each good be (i) delivered by the vendor to a location outside the United States, (ii) used by UConn in that same location, and (iii) supported by an employee of the vendor from a site in the same country as the delivery and use location.  
Yes  
No  
The purchase does not include the sale of lease of a good
7. Is this purchase under an Education Abroad Program Sourcing Review?  
Yes, this purchase falls under row # \_\_\_\_\_ of the attached Education Abroad Program Sourcing Review  
(if selected, attach the Education Abroad Program Sourcing Review)  
No
8. Is this purchase from a Partner Institution or from a vendor selected by a Partner Institution. *(Please see Paragraph C of Sourcing Procedure 1.1 for the requirements that must be met to be considered a "Partner Institution")*  
Yes, from a Partner Institution (if selected, attach an executed agreement, memorializing UConn's relationship with the Partner Institution)  
Yes, from a vendor selected by a Partner Institution (if selected, attach (i) an executed agreement memorializing UConn's relationship with the Partner Institution and (ii) written evidence that the vendor has been identified by the Partner Institution)  
No
9. Is this purchase under an RFQ process (under which 3 quotations are required to be sought)?  
Yes (if selected, attach the three quotes and explanation for selection)  
No
10. Is this purchase under an Overseas Program Limited Source Justification?  
Yes (if selected, attach the Overseas Program Limited Source Justification)  
No

The undersigned certifies that (i) to the best of the knowledge of the undersigned, no extensions or Associated Purchases will be needed in excess of those included in #4 above; (ii) all the above statements are true and precise, and (ii) **the undersigned has no financial or other beneficial interest in the vendor.**

Signature:\*  
Print Name:

Date:  
Title:

\* The signatory on this form must be at the level of Director or Department Head, or higher. If the response to # 8 above is "yes," the signatory on this form must be at the level of Dean, Vice Provost, or Associate Vice President, or higher.