



**OHIO**  
UNIVERSITY

# Preferred Supplier/Commodity Recommendation

**Purpose of form:** Recommend Procurement Review Supplier for Preferred Supplier Status see [Affordability & Efficiency Task Force Mandate](#)

In accordance with the Governor's Affordability & Efficiency mandate the intent is that purchases must be made utilizing the identified Preferred Suppliers. Over the course of the next several years, the University will be adding Preferred Suppliers as new commodity areas are identified. Recommendations for new Preferred Suppliers and commodities, products or services will be evaluated and aligned with existing contract expirations, prioritized and added to the Purchasing annual RFP Plan. The RFP Plan tracks planned competitive bid events for the University.

## Requester Information

Requisitioner Name - Required

Department

Phone

Email

Title

## Suggest a Supplier

Supplier Name

Contact Name

Street Address

City, State/Province, Country and Zip Code

Phone

Email

Type of Product or Service Provided

## Suggest a Commodity

☐ Product

☐ Service

## Business Justification

**Sign Here**

Signature of individual  
Requesting Procurement Review ▶

Date ▶

**Sign Here**

Signature of Planning  
Unit CFAO ▶

Date ▶

## Finance Use Only

Official Use Only:  
Strategic Sourcing Strategy

Date: \_\_\_\_\_

Return form to:

The form should be returned to Diana McGrew at  
mcgrewd1@ohio.edu.