

**Environmentally Preferable Purchasing
Procurement Justification Form**

Product/Service: _____

Please check all that apply:

I have considered the Environmentally Preferable Purchasing guidelines and procedures as outlined in Administrative Regulation 35.80 and have searched for product or service options that meet them.

Compliance with Administrative Regulation 35.80 was not attainable for this purchase because:

Product or service is not available within a reasonable period of time.

(Date needed: _____ Date available: _____)

Product or service fails to meet a performance standard in the specifications.

Specifically: _____

Product or service is not available, or is not available from 2 or more sources.

Product or service was only available at an unreasonable price.

Price of EPP product or service: _____

Price of non-compliant product or service: _____

Compliance would conflict with state or federal law requiring that:

Signature of Purchaser

Printed Name of Purchaser

Date