



(Date)

(Supplier Name)

(Address)

(Attn.)

(Salutation)

Penn State University is required by the Federal Government to obtain price justification for some specific purchases. Price justification is meant to ensure that a competitive price is quoted. We require **one** of the following two forms of price justification from your company:

1. If your product, material or service is sold on a commercially published price list, out of a price catalog, or if pricing is available on the World Wide Web, please supply a copy of the cover page along with the applicable pricing pages or your WWW address (respectively). Also, please include a formal letter signed by an authorized representative of your company stating that no other comparable customer buying in like quantities has currently received a better price than that which is being offered to Penn State University. The letter must be on corporate letterhead and include the typed name and title of the representative.

OR

2. Please include copies of three invoices for the same or **substantially similar** product, material or service sold to the U.S. Government, or if unavailable, institutions similar in size to Penn State University. Please itemize separately the cost of any features that are different than those on the enclosed quotation request.

To expedite the release of our purchase order, please fax a copy of your response to (814) 865-3028.

Sincerely,

(Name)

(Title)