



**SMALL BUSINESS REFERENCE FORM**

**Definition of a Small Business:** "SMALL BUSINESS" MEANS A CONCERN, INCLUDING ITS AFFILIATES, WHICH IS INDEPENDENTLY OWNED AND OPERATED AND WHICH EITHER (A) EMPLOYS ONE-HUNDRED FULL-TIME EMPLOYEES OR FEWER, OR (B) HAD GROSS ANNUAL RECEIPTS OF FOUR MILLION DOLLARS OR LESS IN ITS LAST FISCAL YEAR.

Name of Company:
Contact Name:
Address:
Phone:
Fax:
E-Mail:

Signature of Contact:

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According to the definition listed above:

We Are

We Are Not

Considered a Small Business

Supplier Do Not Write Below This Line

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Requisition #

Justification:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Buyer Name

\_\_\_\_\_  
Director of Purchasing