

Purchasing Decision Form

Decision Statement:
(Define the decision to be made)

Disqualifiers 1. 2. 3. 4.		Options or Alternatives														
		A			B			C			D			E		
Criteria	Weight (Wgt)	Wgt	Score	Wgt	Score	Wgt	Score	Wgt	Score	Wgt	Score	Wgt	Score	Wgt	Score	
1																
2																
3																
4																
5																
6																
Total Score																
Comments																

Directions:

1. Define the decision that needs to be made
2. Develop a list of criteria in order of importance
3. Identify a list purchase options or alternatives
4. Weight each criterion by assigning a number based on importance
5. Assign a score or rating based on a scale of the criteria
6. Total your scores to identify the best solution