



SOLE SOURCE JUSTIFICATION DOCUMENT

Per University Purchasing Policy, this document is designed to assist departments in providing information necessary to process Requisitions to Purchase for a sole-source or proprietary purchase of goods or services. A sole source purchase may be made when there is clearly and legitimately a single source of supply. Please complete and forward to the Purchasing Department with your requisition. Submitting this document does not guarantee sole source approval.

Vendor Name: _____
Address: _____
Phone Number: _____

Is this vendor the manufacturer of the product or service? [] Yes [] No
If no, is it available from more than one dealer? [] Yes [] No

Identify the features or characteristics that are unique to the requested good(s), or if this is a service, identify the special and/or unique qualifications of the individual/company and the reason such qualifications are necessary.

Briefly explain the need for the unique features or characteristics. (This explanation must address the critical importance of the unique features or characteristics as it applies to its intended use and/or purpose in your operation.

Identify all other sources whose good(s) or services have been reviewed and why they are unsatisfactory. (Attach any quotes/proposals received from other sources, if applicable)

Your signature below assures that:

- 1. No employee/employer relationship exists.
2. The payment for the good(s) or service is within range of the current competitive market.
3. You certify that the above statements are true and correct and that no other material fact or consideration offered or given has influenced this recommendation for a sole-source or proprietary procurement.

Submitted by: _____
Printed/Typed Name and Title Department
Authorized Signature Date Phone Number

PURCHASING USE ONLY

Signature Approval _____ Date: _____