

Justification for Sole or Single Source Purchase

Include this completed form with requisitions when competitive bids or proposals are not solicited (required for requisitions >= \$5,000)

SINGLE SOURCE: two or more vendors can supply the requirement, but one vendor is selected over another because of expertise or previous experience with similar work (i.e., consultants)

SOLE SOURCE: only one known vendor can supply the requirement due to the unique nature of the need.

TO BE COMPLETED BY REQUISITIONER

Vendor Requisitioner
 Department Campus Building

A. Justification (check all that apply)

- Item must match existing equipment (*explanation required*)
- No other vendor can meet the required specifications (*explanation required*)
- Available substitutes are not acceptable (*explanation required*)
- State or other master agreements. *Please specify:*

B. Substitution of Supplier is not possible because supplier is: ****JUSTIFICATION REQUIRED****

- Only known manufacturer Only known distributor Only source of service
- Best source of service Only supplier that can deliver by:
- Other:

Requisitioner Signature Date
 Director Signature Date
 Approver Signature Date

DO NOT WRITE BELOW, Procurement Services Use ONLY

PO #

Sole source justification appears appropriate **OR**

Inappropriate as follows:

Purchasing Manager Date