



## REQUEST/JUSTIFICATION FOR SOLE SOURCE PURCHASE

REQUESTER NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
COLLEGE/DEPT: \_\_\_\_\_ PHONE: \_\_\_\_\_  
SUGGESTED VENDOR: \_\_\_\_\_ REQUISITION #: \_\_\_\_\_

ITEM/SERVICE TO BE PURCHASED: \_\_\_\_\_

### REASON FOR REQUESTING SOLE SOURCE (CHECK ALL APPLICABLE):

ITEM MUST MATCH EXISTING EQUIPMENT BECAUSE: \_\_\_\_\_  
\_\_\_\_\_

ITEM IS REPAIR PART FOR EXISTING EQUIPMENT **OR**  ITEM IS TO BE ATTACHED TO EXISTING EQUIPMENT  
NAME OF EXISTING EQUIPMENT: \_\_\_\_\_

TECHNICAL CHARACTERISTICS OF REQUESTED ITEM ARE ESSENTIAL TO OUR NEEDS BECAUSE:  
\_\_\_\_\_  
\_\_\_\_\_

OTHER MANUFACTURERS OF THIS TYPE OF PRODUCT DO NOT MEET OUR MINIMUM REQUIREMENTS:  
MANUFACTURER'S NAME : \_\_\_\_\_  
REASON: \_\_\_\_\_  
MANUFACTURER'S NAME : \_\_\_\_\_  
REASON: \_\_\_\_\_  
MANUFACTURER'S NAME : \_\_\_\_\_  
REASON: \_\_\_\_\_

NO OTHER MANUFACTURER OF THIS TYPE OF PRODUCT EXISTS

OTHER (INCLUDES COURSE SPECIFIC MATERIAL): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE AND TITLE OF REQUESTOR

**BUYER RECOMMENDATION**

*(This section to be completed by the Purchasing Department)*

- o SOLE SOURCE JUSTIFICATION IS ADEQUATE AND PURCHASE BE AUTHORIZED WITHOUT COMPETITIVE BIDDING.
  
- o SOLE SOURCE JUSTIFICATION IS INADEQUATE AND REQUISITION BE RETURNED TO REQUESTOR.

REASON: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- o SOLE SOURCE JUSTIFICATION IS INADEQUATE AND ADDITIONAL QUOTATIONS WILL BE SOLICITED OR RFP/IFB ISSUED

\_\_\_\_\_  
BUYER

APPROVE/DISAPPROVE:

\_\_\_\_\_  
PURCHASING MANAGER

DATE: \_\_\_\_\_