

# JUSTIFICATION FOR SOLE SOURCE PURCHASE

REQUISITION NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ LOCATION/BLDG \_\_\_\_\_

SUGGESTED VENDOR \_\_\_\_\_

ITEM DESCRIPTION AND REASON FOR SOLE SOURCE  
(MAY ALSO BE ATTACHED AS A MEMO)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TECHNICAL CHARACTERISTICS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR REQUESTING SOLE SOURCE

ITEM MUST MATCH EXISTING EQUIPMENT, WHICH IS;

\_\_\_\_\_  
\_\_\_\_\_

ITEM IS A REPAIR PART FOR EXISTING EQUIPMENT, WHICH IS;

\_\_\_\_\_  
\_\_\_\_\_

ITEM IS TO BE ATTACHED TO EXISTING ITEM, WHICH IS;

\_\_\_\_\_  
\_\_\_\_\_

TECHNICAL CHARACTERISTICS OF REQUESTED ITEM ARE ESSENTIAL TO OUR NEEDS BECAUSE;

\_\_\_\_\_  
\_\_\_\_\_

NO OTHER MANUFACTURER OF THIS TYPE PRODUCT EXISTS

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 \_\_\_\_\_

OTHER \_\_\_\_\_

SIGNATURE AND TITLE OF REQUESTER \_\_\_\_\_