



Justification for Sole Source Purchase



Date:

Department:

Requisition #:

Location/Building:

Suggested Vendor:

Item Description and Reason for Sole Source
(May also be attached as a Memo)

Technical Characteristics:

Reason for Requesting Sole Source:

Evidence of extraordinary or unusual trade or market conditions or contingencies that preclude the availability of qualified alternative vendors.

Necessity of acquiring a proprietary item which must be compatible with existing equipment or systems and which is available only from the original manufacturer.

Necessity of acquiring items possessing specific features essential for the completion of the task or project at hand and which are available from only one source.

Change of brands or manufacturers would compromise the continuity and integrity of the project.

Necessity of acquiring unique or specialized goods and services supplied by a vendor who has the exclusive right to manufacture and/or sell such items or provide such services. The vendor may be requested to produce a letter on it's letterhead verifying its exclusive right to sell their own product or, in a protected sales territory, a certain manufacturer's product.

Manufacturer's Name:

Reason

Manufacturer's Name:

Reason

Manufacturer's Name:

Reason

Other:

Signature and Title of Requester: