SINGLE/SOLE SOURCE JUSTIFICATION FORM

This form is to be used as justification for a purchase from a vendor considered as a "Sole Source" when the purchase is for \$2500 or above. A single/sole source justification is not to be utilized to circumvent normal purchasing procedure. It is to be used strictly when purchaser believes this is the sole vendor for the product or service. Acceptance of the request will be at the discretion of the Purchasing Manager, Buyer and/or Director.

The following statements are correct and	I have done research to support	rt these findings.
Authorized Signature:	Date:	E-mail:
Requisition # Purchase v	will be used for: $\Box_{\text{Research}} \Box_{\text{C}}$	Classroom/teaching Other (Specify)
Supplier/Consultant Selected Check the reason that you chose this supp	nliar/consultant	
		ood or service – explain how determination was made
Compatibility with other compon	nents already in place – identify	y existing items*
Only supplier that meets pre-esta	blished requirements/character	ristics – <u>explain in detail</u> *
Unique properties which make the	is the only viable product choi	ice – <u>explain in detail</u> *
Supplier/Consultant possesses or	maintains an essential develop	oment capability – <u>explain in detail</u> *
Maintenance is from the original	equipment manufacturer	
Continuity of research – explain	<u>in detail</u> *	
Supplier specifically identified w	rithin award documentation – p	provide verification*
Items for resale		
Other *		
(* Requires explanation; attachment of su	apporting documentation to fac	cilitate processing of purchase order)