

## **SOLE SOURCE JUSTIFICATION/APPROVAL FORM**

(Revised 06/2009)

OFFICE OF THE ASSOCIATE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION AND CONTROLLER Purchasing and Payment Services

DISCOVER THE POWER OF IDEAS

Complete this form and attach it electronically to your requisitic clearly and thoroughly justified.		sition. Sole source purchases a	n. Sole source purchases are not permitted except when	
		Total Purchase Amount:		
Recommended supplier name, address, and contact information:				
Description of requested items or services and their purpose(s): (Add additional sheet if needed.)				
Reason(s) for requesting a sole sou	ırce purchase:			
Original manufacturer or provider; no other local distributors exist.				
Only local distributor for the original manufacturer or provider.				
Parts or equipment not interchangeable with similar parts of another manufacturer.				
Only known item or service matching the requested needs or performing the intended task.				
Sole provider of a licensed or patented good or service.				
Sole provider of items compatible with existing equipment, inventory, systems, programs or services.				
Sole provider of good or services established as standard (Provide evidence of such a standard).				
Sole provider or factory-authorized warranty service.				
Used item representing good value and advantage.				
None of the above applies (Please attach a detailed explanation and justification for this sole source request.)				
Additional information attached.				
Explain why the product or service requested is the only one that can satisfy your requirements, as well as why alternatives are				
unacceptable. Be specific with regard to specifications. Attach additional pages if necessary.				
I hereby certify that, to the best of my knowledge, the above justification is accurate and request that a sole source be approved for the				
procurement of the above request		Т		
Requested by:	Prepared by:	Department:	Date:	
RESERVED FOR PPS USE ONLY				
Requisition #	requisition # Completed by			
Approved Not Approved Date				