

PROPRIETARY PURCHASE JUSTIFICATION FORM

This questionnaire has been designed to assist faculty and staff in relating information necessary in the processing of proprietary orders for one product, one manufacturer, or one service provider. **Please type.** If additional space is needed, attach additional page(s).

1. Identify the operational features or functions that are unique or proprietary to the requested item(s) or service(s). For services, identify the special and/or unique qualifications of the individual/company. (These must also be listed within the item descriptions or specifications.)
2. Briefly explain the need for the unique features or characteristics outlined in the order. For services, explain the reason any unique qualifications are necessary in the performance of the project requirements.
3. Explain the reasons competitive products or services are not satisfactory. (Identify all other sources whose products/services have been considered for this project and explain why they were found unsatisfactory. Also, attach any quotes/proposals received from other sources, if applicable):
4. For products: Give Brand and Model number of existing equipment if product will be used with existing equipment. List the purchase order number, if applicable.
5. For services: If the service is related to an existing contract for service, list the purchase order number.

Submitted By: _____
Authorized Signature Date