



Sole Source Justification

Approval No. _____

By: _____

Vendor Name and Address: _____

Commodity: (General Description): _____

Please check entry below that applies to the proposed purchase. Attach additional data or support documentation as instructed below.

Sole Source Justification:

1. Parts / equipment can only be obtained from original manufacturer – not available through distributors.
2. Only area distributors of the original manufacturer.
3. Proprietary item / service
4. Parts / equipment not interchangeable with similar parts of another manufacturer (compatibility).
5. This is the only known item / source that will meet the specialized needs of this department or perform the intended function (explain below).
6. Parts / equipment are required from this vendor to standardization (explain below).
7. Other. Explanation is furnished below.

Comments / Explanation:

On the basis of the foregoing, I recommend that competitive procurement be waived and that the service or material on the attached requisition be purchases as a sole source commodity.

Signed:

Requisitioner

Department Head

Purchasing Department

