JUSTIFICATION FOR SOLE SOURCE PURCHASE

REQUISITION NUMBER ___________________________ DATE ___________________________

DEPARTMENT: _________________________________ AREA/ORG # ___________________________

SUGGESTED VENDOR

__________________________________________

ITEM DESCRIPTION AND REASON FOR SOLE SOURCE: (MAY ALSO BE ATTACHED AS A MEMO)

__________________________________________

__________________________________________

__________________________________________

__________________________________________

TECHNICAL CHARACTERISTICS:

__________________________________________

__________________________________________

__________________________________________

REASON FOR REQUESTING SOLE SOURCE:
(  ) ITEM MUST MATCH EXISTING EQUIPMENT, WHICH IS:

__________________________________________

(  ) ITEM IS A REPAIR PART FOR EXISTING EQUIPMENT, WHICH IS:

__________________________________________

(  ) ITEM IS TO BE ATTACHED TO EXISTING ITEM, WHICH IS:

__________________________________________

(  ) TECHNICAL CHARACTERISTICS OF REQUESTED ITEM ARE ESSENTIAL TO OUR NEEDS BECAUSE:

__________________________________________

(  ) NO OTHER MANUFACTURER OF THIS TYPE OF PRODUCT EXISTS

(  ) OTHER MANUFACTURERS OF THIS TYPE OF PRODUCT DO NOT MEET OUR MINIMUM REQUIREMENTS:

MANUFACTURER'S NAME: ________________________________

REASON: ________________________________________

MANUFACTURER'S NAME: ________________________________

REASON: ________________________________________

MANUFACTURER'S NAME: ________________________________

REASON: ________________________________________

MANUFACTURER'S NAME: ________________________________

REASON: ________________________________________

(  ) OTHER ________________________________________

__________________________________________

SIGNATURE AND TITLE OF REQUESTER
BY PURCHASING: (MUST PERFORM PRICE OR COST ANALYSIS)

A) PRICE ANALYSIS PERFORMED ☐
   BASED ON:
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

B) COST ANALYSIS PERFORMED: ☐
   BASED ON:
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

I, ______________________________________________________________, AUTHORIZED BUYER, CONCLUDE THE FOLLOWING:

( ) SOLE SOURCE JUSTIFICATION IS ADEQUATE AND PURCHASE IS AUTHORIZED WITHOUT COMPETITIVE BIDDING.

( ) SOLE SOURCE JUSTIFICATION IS INADEQUATE AND REQUISITION IS RETURNED TO DEPARTMENT.

__________________________________________  __________________________________________
BUYER                                           DIRECTOR OF PURCHASING