



Request/Justification for Sole/Single Source Purchase

Requestor Name: _____ Date: _____

College Dept.: _____ Phone: _____

Suggested Vendor: _____ Requisition #: _____

Item/Service to be Purchased: _____

REASON FOR REQUESTING SOLE/SINGLE SOURCE (Check All Applicable):

Item must match existing equipment because: _____

Item is repair part for existing equipment OR Item is to be attached to existing equipment

Technical characteristics of requested: item are essential to our needs because: _____

Other manufacturers of this type of product do not meet our minimum requirements: _____

Manufacturer's Name: _____

Reason: _____

Manufacturer's Name: _____

Reason: _____

No other manufacturer of this type of product exists.

Other (includes course specific material): _____

Other (brief explanation): _____

Signature and Title of Requestor

BUYER RECOMMENDATION (This section to be completed by the Procurement and Contract Services Department)

Sole/Single Source Justification is adequate and purchase is authorized without competitive bidding.

Sole/Single Source Justification is inadequate and requisition is to be returned to requestor.

Reason: _____

Sole/Single Source Justification is inadequate and additional quotations will be solicited by competitive bidding.

Approve Disapprove

Ryan Bouwhuis, Procurement & Contract Services Director Date