



Justification for Sole Source Purchase

TO BE COMPLETED BY REQUISITIONER

Requisition Number

Vendor

Requisitioner

Department

Building

Item

A. Justification (Check all that apply)

- Item must match existing products (explanation required).
- No other vendor can meet the required specifications.
- Available substitutes are not acceptable (explanation required)
- State or other master agreements. Specify:

B. Substitution of Supplier is not possible because supplier is:

- Only know manufacturer
- Only know distributor
- Only source of service
- Best source of service
- Only supplier that can deliver by:
- Other:

Please find justification in page attached

Requisitioner Signature

Date

Approver Signature

Date

DO NOT WRITE BELOW Purchasing Department Use

PO #

- Sole source justification appears appropriate **OR**
- Inappropriate as follows:

Purchasing Manager

Date

Purchasing-2 12/05 Rev 10/06, Rev 11/06, Rev 3/08

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