

# SOLE SOURCE PROCUREMENT

## JUSTIFICATION

Date \_\_\_\_\_

Name \_\_\_\_\_

Department \_\_\_\_\_

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The following information is required to authorize a sole source purchase. Please provide detailed information. Pertinent information and signatures omitted will cause this document and requisition to be returned to the originator.

Requisition # \_\_\_\_\_ Vendor Name \_\_\_\_\_

Description of Item(s) to be purchased \_\_\_\_\_

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Reason for Classification of Vendor as a Sole Source (A sole source is determined by specific goods or services which are only available through one (1) vendor. Gateway Computer cannot be considered a sole source because there are many companies that sell similar equipment. Companies that hold patent rights or other agreements, which limits normal reseller activity, may be considered a sole source. Check with the Purchasing Office prior to submitting this form to verify a vendor's status).

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Director/Dean

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President/Vice-President/Provost

*The Purchasing Office reserves the right to require the originator of this document and/or their supervisor to attend, along with a Purchasing representative, any audit which would occur concerning this procurement.*