

1. If quotes obtained, vendor selection suggested because:

Best Verbal Quote (List 2 sources _____, _____)
 Best Written Quotes (Attach to Req), Best Delivery Prev. Supplier Performance
 Preferred/Contract Supplier

Best Price

2. JUSTIFICATION FOR SOLE SOURCE PURCHASE

Must be completed if the requisition amount is \$2,000.00 or more and use of supplier or item is not possible or feasible, or written quotes **were not obtained**.

TO BE COMPLETED BY REQUISITIONER:

A. Substitution of requisitioned item(s) is not possible because: (check all that apply).

Item must match existing equipment (explain below):

No other item meets the following specification (explain below):

Available substitutes are not acceptable because (explain below):

Other (explain below):

B. Use of another Supplier is not possible because supplier is: (check all that apply)

The only known manufacturer

The only known distributor

The only source for service

The only supplier that can deliver by (date):

Other (explain):

Department Authorized Signature _____

Date _____

TO BE COMPLETED BY OFFICE OF RESEARCH (if Research Account is to be charged)

Sole Source Justification appears appropriate

Vendor not debarred or suspended

Sole Source Justification appears inappropriate because:

ORSP Authorized Signature _____

Date _____

TO BE COMPLETED BY PURCHASING DEPARTMENT

Sole Source Justification appears appropriate

Sole Source Justification appears inappropriate because:

130880

Purchasing Authorized Signature _____

Date _____