

SOLE SOURCE JUSTIFICATION - GOODS AND SERVICES

A Sole Source Justification may be made when there is clearly and legitimately a single source of supply

COMPLETE OPTION 1 OR OPTION 2

Purchase Requisition #:

Department: School of Environmental and Forest Sciences

OPTION 1: **Complete Both Questions**

UNIT PRICE ALONE IS NOT A REASON FOR SOLE SOURCE

- Unique requirement or specific problem
(Requirements/functions/features):

- List companies contacted/brands investigated during vendor search (Minimum 3 vendors preferred) **(Required-must complete):**

Must complete for either option

Information provided is true and accurate for this decision and may be used for audit documentation.

Date: Name (Printed)

Phone:

Email:

OPTION 2: **Check all boxes that apply** (Provide explanation on attachments)

- Collaborative agreement/research with **(Explain)**

- Continuity of research (Prior PO #)

- Service/Maintenance (Prior PO #)

- New Coverage

- Match existing equipment:

UW Tag #

Serial #

- Original Equipment Manufacturer (OEM)

- As a replacement part

- Component to be interfaced with equipment

- For interchangeability

- Consumable used with equipment

- Repair/Service (sole OEM authorized)

- Equipment upgrade

- Government

- Other (Explain)

Explain:

Please attach the completed form to the Purchase Request Worksheet with vendor quotes.