

# SOLE SOURCE/SOLE BRAND JUSTIFICATION FORM

Please Print \_\_\_\_\_ Use this form for Purchases exceeding \$9,999 \_\_\_\_\_

Requestor Name: \_\_\_\_\_ Requisition: \_\_\_\_\_

Department: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please check applicable blocks:  Sole Vendor  Sole Brand  
 Product  Service

Proposed Vendor: \_\_\_\_\_ Dollar Amount \$ \_\_\_\_\_

Proposed brand/product/model: \_\_\_\_\_

## What exception(s) describes the reasoning for this purchase, thus eliminating competition? Please check applicable blocks.

- Compatibility of existing equipment or supplies; Give details and include manufacturer and model number of existing equipment below. (Explain below)
- Item specifically required for use in conjunction with grant or contract (Attach applicable page)
- Requirement is of a proprietary/copyright/licensing nature. (Explain below)
- The requested product has unique design/performance specifications or quality requirements which are essential to my work needs or research/teaching needs and are not available in comparable products. (Explain unique feature/characteristic below)
- Staff has specialized training and/or extensive experience; Retraining would incur substantial cost in money/time (Explain below)
- The requested product is essential in maintaining/continuing experiments. (Explain below; provide previous purchase order numbers)
- Vendor is the sole manufacturer and sole distributor. (Attach applicable documents)

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature (Actual Signature Required)

Print Name

Date

Please attach vendor quote/proposal

05/09