**Sole Source/Single Source/Exemption Form**

Procurement Justification

(Supplies/Equipment/Services over $5000)

This justification is required to waive the Strategic Procurement Services competitive bid requirement for a purchase greater than $10,000.00

Please select the most appropriate reason for waiving the competition requirement:

**Requested Supplier**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Sole Source** (the term used to designate that there is only one vendor capable of providing a particular item or service): The requested supplier is the only provider of the products/services listed on the requisition. A quotation is attached and the prices/terms are deemed reasonable for the value presented.
* **Single Source:** Used when indicating that, even though a product is available from various sources, it must--for specific reasons--be purchased from a specified vendor. Please indicate the reason that the requested source is be used.

\_\_\_\_\_ Required for compatibility w/standardized or existing equipment.

\_\_\_\_\_ Services provided to complete an equipment installation.

\_\_\_\_\_ The requested supplier has the necessary availability to meet the required

delivery requirements.

\_\_\_\_\_ Contracted Supplier: University has established a negotiated pricing

Agreement with the supplier.

\_\_\_\_\_ Unauthorized Purchase: Item received prior to Purchase Order

approval.

\_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Requested by**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Departmental Approval by**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Procurement Services Approval by**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_