



## SINGLE SOURCE PURCHASE JUSTIFICATION REQUEST

A single source means that a commodity or service can be purchased from multiple sources, but, in order to meet certain functional or performance requirements (e.g. parts matching existing equipment or materials) there is only one economically feasible source for the purchase.

**Date:** **PR No:**  
**Requestor:** **Phone No:**  
**Department/Division:**  
**Item Description:**

**Vendor:**  
**Vendor's Address:**

**Vendor's Telephone No:** **Point of Contact:**

**Single Source Justification:**  
(attach additional docs if any)

**Check One:**

The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation. (attach emergency condition documentation)

Federal Awarding Agency or Pass Through Agency authorizes noncompetitive negotiations (letter of authorization is attached).

The item is an associated capital maintenance item as defined in 49 U.S.C. §5307(a)(1) that is procured directly from the original manufacturer or supplier of the time to be replaced (price certification attached).

Other, additional justification required (continue on blank page as needed)

**Requesting Department Director Signature (or authorized Designee)** **Date**

**REVIEW BY OMB AND PURCHASING**

**Approved:** **OMB and Purchasing Department Comments:**

**Denied:**

**OMB Director Signature** **Date**