



SOLE SOURCE PURCHASE JUSTIFICATION REQUEST

A sole source is when the commodity or service can be legally purchased from only one source. This is usually due to the source owning patents and/or copyrights. A requirements for a particular proprietary item does not justify a sole source purchase, if there is more than one potential supplier for that item. Use of Brand Names and Model numbers does not constitute a sole source.

Date:

PR No:

Requestor:

Phone No:

Department/Division:

Item Description:

Vendor:

Vendor's Address:

Vendor's Telephone No:

Point of Contact:

Sole Source Justification:
(attach additional docs if any)

Check One:

The item is available only from **ONE** vendor (sole source justification is above or attached).

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

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

Date

REVIEW BY OMB AND PURCHASING

Approved:

OMB and Purchasing Department Comments:

Denied:

OMB Director Signature

Date