
SINGLE OR SOLE SOURCE JUSTIFICATION

This form is to be completed and attached to all single/sole source purchase requisitions above \$10,000.00

Check the appropriate box and attach additional documentation as required

Single Source

1. Equipment is to be integrated with a currently owned system of the same manufacturer and it is necessary to maintain integrity of overall system for trace ability of the accuracy, stability and reproducibility of final data. Only manufacturer specified is acceptable.

Manufacturer and model number of existing system:

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2. The supplies and/or material are for an ongoing project and to change manufacturers during the project will have an adverse effect upon the accuracy, stability and reproducibility of the completed experimental data. Only manufacturer specified is acceptable.

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3. An analysis of various equipment/materials/services of an "equal" or "like" nature has been conducted and only the specified manufacturer/item/service should be considered for my project needs. ***See attached detailed justification outlining specific reasons for the need to process on a non-competitive basis, with a detailed copy of my original analysis.***

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4. Although I am aware that the same item/service is available from multiple sources, which could result in a lower cost, the bidding requirements mandated by federal regulations and/or the Research Foundation should be waived and the purchase made with specified vendor only. ***See attached detailed justification outlining specific reasons for this method of processing.***

Sole Source

1. The supplies/equipment/services are available only from one supplier. ***Explain the specific project need for the product or service and the choice of the supplier.***

Other

1. Provide information on reverse side or attach additional sheet if more space is required.
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Signature Principal Investigator

Date