

**JUSTIFICATION FOR SOLE SOURCE AND/OR WAIVER PURCHASE**

REQUISITION NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ BUSINESS UNIT \_\_\_\_\_

SUGGESTED VENDOR

\_\_\_\_\_

ITEM DESCRIPTION AND REASON FOR SOLE SOURCE AND/OR WAIVER:  
(MAY ALSO BE ATTACHED AS A MEMO)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TECHNICAL CHARACTERISTICS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REASON FOR REQUESTING SOLE SOURCE:

( ) ITEM MUST MATCH EXISTING EQUIPMENT, WHICH IS:

\_\_\_\_\_

( ) ITEM IS A REPAIR PART FOR EXISTING EQUIPMENT, WHICH IS:

\_\_\_\_\_

( ) ITEM IS TO BE ATTACHED TO EXISTING ITEM, WHICH IS:

\_\_\_\_\_

Revision Date:

( ) TECHNICAL CHARACTERISTICS OF REQUESTED ITEM ARE ESSENTIAL TO OUR NEEDS BECAUSE:

\_\_\_\_\_

( ) NO OTHER MANUFACTURER OF THIS TYPE OF PRODUCT EXISTS

( ) OTHER MANUFACTURERS OF THIS TYPE OF PRODUCT DO NOT MEET OUR MINIMUM REQUIREMENTS:

MANUFACTURER'S NAME: \_\_\_\_\_

REASON: \_\_\_\_\_

MANUFACTURER'S NAME: \_\_\_\_\_

REASON: \_\_\_\_\_

MANUFACTURER'S NAME: \_\_\_\_\_

REASON: \_\_\_\_\_

( ) OTHER \_\_\_\_\_

MUST PERFORM PRICE OR COST ANALYSIS OR ATTACH NEGOTIATED PRICE QUOTE FROM VENDOR; LETTER FROM MANUFACTURER STATING SOLE SOURCE.

A) PRICE ANALYSIS PERFORMED

BASED ON:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Revision Date:

B) COST ANALYSIS PERFORMED:

BASED ON:

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\_\_\_\_\_  
SIGNATURE AND TITLE OF REQUESTER

I, \_\_\_\_\_, AUTHORIZED BUYER,  
CONCLUDE THE FOLLOWING:

- SOLE SOURCE JUSTIFICATION IS ADEQUATE AND PURCHASE IS AUTHORIZED WITHOUT COMPETITIVE BIDDING.
- SOLE SOURCE JUSTIFICATION IS INADEQUATE AND REQUISITION IS RETURNED TO DEPARTMENT.
- DUE TO TIME RESTRAINTS PURCHASE IS AUTHORIZED WITHOUT COMPETITIVE BIDDING.
- COMPETITIVE/NON-COMPETITIVE BID WAIVER APPROVED.

\_\_\_\_\_  
BUYER

\_\_\_\_\_  
PURCHASING DIRECTOR