

Sole/Single Source Justification Form

To: **Purchasing Office** Requisition #: _____ Department #: _____

A. Discussion/Description (Purchase requirement/need, specification and purpose):

B. Justification:

C. Cost Effectiveness/Reasonableness/Funding/Price Competitiveness:

Signature Requisitioner: _____ Date: _____
Name of Requisitioner: _____ Email: _____
Title: _____ Phone: _____

If the total dollar amount of the requisition is \$25,000 and over please have this form signed by your Vice President, Dean, Chair, or their senior financial officer.

TO BE COMPLETED BY THE VICE PRESIDENT, DEAN, CHAIR OR THEIR SENIOR FINANCIAL OFFICER.

I have reviewed the requisition and all supporting documentation, including this form. I consider the request appropriate and policy compliant, and support the request to use this vendor.

Signature: _____ Date: _____
Name: _____ Email: _____
Title: _____ Phone: _____

PURCHASING DEPARTMENT

Buyer Name: _____ Signature: _____ Date: _____