

MOREHEAD STATE UNIVERSITY
Office of Procurement Services
JUSTIFICATION FOR SOLE SOURCE PURCHASE

Requisition Number: _____
Name and Title of Requester: _____
Department Name: _____
Amount of Requisition: _____
Funding Source (Account number and name): _____

Describe item, briefly, what the item/service is and how it will be used. Please avoid technical terms when possible.

No substitution of the item/manufacture is requested for the following reason (check all applicable):

The requested supplier/manufacture is the only known source of the item(s) which has special or unique features.

The items must match or be compatible with existing items. Attach specific details.

Other, please specify on attached page(s).

Please answer the following, attaching additional pages as necessary:

1. If the purchase is being made through a sponsored project (grant or restricted account) has the granting agency approved this purchase as a single source?

2. If the contract was awarded to another manufacturer or vendor, please list the consequences.

3. Fully describe the evaluation process you took regarding this purchase and list any other brands that were evaluated and why they were deemed to be unacceptable.

4. Furnish detailed and specific reasons for requesting this sole source purchase. Describe the features and explain why they are essential. Discuss the length of time spent on the evaluation process.

Signature of Requester: _____ Date: _____

Approval Signature: _____ Date: _____

Director, Dean or Vice President

TO BE COMPLETED BY THE OFFICE OF PROCUREMENT SERVICES:

Date posted to website: _____

Date removed from website (not less than 7 days): _____

Number of challenges received: _____

Check Appropriate:

Recommend single source approval

Recommend disapproval.

Comments: _____

Signature of Purchasing Agent: _____ Date: _____