Sole Source/Single Source Exemption Form
(Supplies or Equipment Services $5,000 and more)

Date: ______________

This justification form is required to request a waiver to the Procurement Services and Contract Administration requirement for competitive bids on orders $5,000 and more.

Requested Supplier: ____________________________________

Please select the most appropriate reason for waiving the competition requirement:

- **Sole Source** (the term used to designate that there is only one vendor capable of providing a particular item or service):
  - The requested supplier is the only provider of the products/services listed on the requisition. A quotation is attached and the prices/terms are deemed reasonable for the value presented.

- **Single Source** (The term used to designate that, even though a product is available from various sources, it must, for specific reasons, be purchased from a specified vendor.):
  - Compatibility with standardized or existing equipment:
    - The products must be acquired from the requested supplier to be compatible with an installed system or existing equipment or to ensure continuity of research/experiment.
  - Services provided with equipment:
    - The products must be acquired from the requested supplier because of professional services provided with equipment (installation, consultation, etc.)
  - Availability, “Just in time” delivery:
    - The requested supplier has the necessary availability to meet delivery requirements.
  - Unauthorized Purchase:
    - This item was received by the department PRIOR to the submission of an official requisition. (Read Compliance with Procurement Policies)

Submitted by: __________________________________________
Signature Required

Departmental Approval by: __________________________________
(Must have fiscal responsibility)