

**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: \_\_\_\_\_  
Name of Requisitioner: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_  
Email: \_\_\_\_\_  
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: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

**PURCHASING DEPARTMENT**

Buyer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_