



## BUREAU OF ADMINISTRATION REQUEST/JUSTIFICATION FOR SOLE SOURCE PURCHASE

REQUESTER NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPT/INSTITUTION: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

AGENCY/OFFICE \_\_\_\_\_

SUGGESTED VENDOR: \_\_\_\_\_ REQUISITION NUMBER: \_\_\_\_\_

ITEM/SERVICE TO BE PURCHASED: \_\_\_\_\_

### REASON FOR REQUESTING SOLE SOURCE (CHECK ALL THAT APPLY)

- ITEM MUST MATCH EXISTING EQUIPMENT
- ITEM IS REPAIR PART FOR EXISTING EQUIPMENT
- ITEM IS TO BE ATTACHED TO EXISTING EQUIPMENT
- TECHNICAL CHARACTERISTICS OF REQUESTED ITEM ARE ESSENTIAL TO OUR NEEDS
- OTHER MANUFACTURERS OF THIS TYPE OF PRODUCT DO NOT MEET OUR MINIMUM REQUIREMENTS
- NO OTHER MANUFACTURER OF THIS TYPE OF PRODUCT EXISTS
- OTHER (PLEASE SPECIFY) \_\_\_\_\_

PROVIDE AN EXPLANATION FOR THE REASONS CHECKED ABOVE.

EXPLAIN THE PROCESS YOU USED TO CHOOSE THE REQUESTED ITEM OR SERVICE. INCLUDE A LIST OF VENDORS CONTACTED.

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