

**MARSHALL UNIVERSITY OFFICE OF PURCHASING
SOLE/SINGLE SOURCE JUSTIFICATION FORM**

Requestor _____

Requisition # _____

Vendor Name _____

Description _____

Required Delivery Date _____

Choosing a specific company and circumventing competition refers to single sourcing; With sole sourcing, there are no options

☐ Supporting Documents

Bidding is precluded for reasons indicated below

☐ Single Source Manufacturer; *(Requires a letter from manufacturer; must be specific to purchase at hand, reason why it is single sourced, signed and dated) Also department must state technical reason why no other product can be used:*

Contact Name & Email/Ph.#: _____

☐ Single Source compatibility requirement; e.g. parts replacement/equipment, warranty requirements, software upgrades, etc.; Describe the commodity you have now and how the request must match up with the existing:

☐ Single Source Exclusive Rights/Government Grant/Official Document: e.g., patent, copyright, proprietary and unavailable from any other resource; *(Attach supporting document):*

☐ Sole Source Unique Nature; e.g. Continuation of Services *(provide previous P.O.)*; Research, etc. *(provide specific qualifying factors ex. unique knowledge, experience or technical capabilities):*

Date _____

[(Signature) Department End-User]

Date _____
[(Signature) Department Administrator]

Purchasing Approvals

Verified Date: _____

☐ Approved

Signed: _____

☐ Disapproved

Note *Approved sole/single source purchases will be published for public notice and remain open to contest for 5 business days.