REQUEST FOR SINGLE SOURCE PRICING*
(FOR PURCHASES OF $5,000.01 TO $10,000.00)

(*Note: This is different from a “sole source procurement” and the “Sole Source Procurement Request” form. The “sole source” process is only utilized for purchases of greater than $10,000.00.)

Procedure:
1. If the product/service will be requested and processed using a Purchase Requisition, this form should be attached to the Purchase Requisition; or
2. If the product/service is to be ordered by the requesting department and purchased with a p-card or paid through a DPA, this form must be forwarded and approved by Procurement Services prior to placing an order or authorizing work.

University policy on purchases from $5,000.01 up to and including $10,000.00:
Purchases from $5,000.01 up to and including $10,000.00 require a minimum of two (2) price references in addition to the quote under consideration. These references do not necessarily have to be written quotes from a prospective vendor, but may be in the form of internet pricing, email responses, vendor catalog price, or telephone quotes. When practical, a quotation must be solicited from other than the previous supplier before placing a repeat order. The reference information should be attached to the quote or invoice for processing, or included with the supporting documentation that is attached to monthly p-card statements.

For those situations where it is not possible to obtain additional price references, an approval for the purchase from a single source must be obtained from Procurement Services through the completion of this form.

The justification section below should answer the following:
• why a particular product or service is the ONLY one that can meet your requirements;
• how you know it is only available from the one specific vendor;
• other reason.

Date: Budget Fund/Activity:
Department:
Proposed vendor:
Proposed product/service:
Requestor’s name:

Requestor’s signature: ____________________________________________________________

JUSTIFICATION:

APPROVED:

________________________________________     DATE: __________

PROCUREMENT SERVICES

Coastal Carolina University: Procurement Services
July 2014