



REQUEST FOR SINGLE SOURCE PRICING

(FORM ONLY APPLICABLE FOR PURCHASES > \$10,000 USING 15 OR 24 FUNDS**)**

Conditions for use of this form:

1. The funding source must be from a 15 or 24 fund (for all other funding sources, the SOLE SOURCE PROCUREMENT REQUEST form must be used).
2. The item or service to be purchased is not available through a statewide contract.
3. Sufficient justification as to the single source nature of the product or service is provided below.
4. This form is attached to a Purchase Requisition and forwarded to Procurement Services for approval prior to a purchase being made.

Purchases not meeting all the above conditions are not eligible for approval as single source pricing and must be processed according to one of the methods as provided in the Dollar Limit Guidelines section of the University Procurement Manual.

Justification:

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:

PROCUREMENT SERVICES

DATE: _____