

ATTACHMENT A

SOLE-SOURCE/ PROPRIETARY JUSTIFICATION

This questionnaire has been designed to assist faculty and staff in providing information necessary in the processing of requisitions for a sole-source or proprietary procurement. Please complete and forward to the Purchasing Office. If more space is needed, please attach additional page(s).

REQUISITION NO.: _____

1. Identify the features or characteristics which are unique to the requested product(s):

2. Briefly explain the need for the unique features or characteristics. (This explanation must address the critical importance of the unique or characteristics as it applies to its intended use and/or purpose in your operation.):

3. Identify all other sources whose product(s) have been reviewed and why they are not satisfactory (Attach any quotes/proposals received from other sources, if applicable):

I certify that the above statements are true and correct, and that no other material fact or consideration offered or given has influenced this recommendation for a sole-source or proprietary procurement.

Submitted By: _____
Printed/typed name & title

Department

Authorized Signature

Date

Phone No.

PURCHASING USE ONLY

Approved By:

Date: _____

Purchasing Director