

Justification of Sole Source Purchases Questionnaire For _____

This questionnaire has been designed by the Purchasing Department to aid the faculty and staff in relating information necessary in the processing of requisitions on a sole source purchase basis. Your cooperation in answering the questions listed below will assist us in handling orders expeditiously.

1. Is this item required for use in
Research? Classroom? Lab? Other?

2. What features or functions are proprietary to this item? How are these dimensions or performance characteristics essential to the accomplishment of your work?

3. List any company other than your suggested source who manufactures a similar item or manufactures and item with similar functions.

4. Why won't these competing products be satisfactory?

5. Will the item be used with existing equipment? Yes No

If yes...

Yes No ...as a repair/replacement part?

Yes No ...as a component to be interfaced with the existing equipment

Give Brand and Model number of existing equipment.

 Yes No ...as an accessory of option?

Yes No ...to match existing equipment?

Yes No ...for reasons of interchangeability?

6. Give any additional information you feel may aid the buyer in processing this requisition.

NAME (PRINT): _____

DATE: ___/___/___

SIGNATURE: _____