



Procurement and Contracting Services

JUSTIFICATION OF SOLE SOURCE PROCUREMENT

Please Complete the Following (Print or Type):

Requisition (dpr) Number: _____ Date: _____

Department: _____ Account #: _____

Requestor's Name: _____ Phone #: _____

Requestor's E-Mail: _____

Suggested Vendor: _____

Item description and reason for Sole Source (may be attached as memo):

Signature of Requestor

Date

For Purchasing Use Only (Buyer **must** perform price or cost analysis):

☐ A. Price analysis performed – explain:

☐ B. Cost analysis performed – explain:

I, _____ the authorized Buyer conclude the following:

(Buyer's Signature & Approval < \$50K; \$50K CPO or Designee Approval Required)

☐ Sole Source justification is adequate and purchase is authorized without competitive solicitation.

☐ Sole Source justification is inadequate and purchase **is not** authorized without competitive solicitation (dpr returned to department).

Chief Procurement Officer
or Designee's Approval (\$50K)

Date