



Justification for a Sole Source Purchase

You are requesting that the Purchasing Office approve the attached Purchase Requisition for the acquisition of goods or services from one specific source/supplier. You are asserting that this one source/supplier is the only one who can meet your needs. Therefore, you must specify the reason(s) in detail below:

TO BE COMPLETED BY THE REQUISITIONER

Name: _____ Title: _____

Department Name: _____ Fund # _____ Organization # _____ Account # _____

COST/PRICE ANALYSIS (REQUIRED)

I. **SOLE SOURCE PRICING:** St. John's requires an evaluation, as to the reasonableness of the price quoted. This evaluation should include vendor/pricing information for products of a similar type.

II. A substitution of the requisitioned item(s) is not possible because: (check all that apply)

____ **A.** The item must match existing equipment. Please indicate whether you are aware of any other item(s) that may match your existing equipment:

____ **B.** No other known item meets the following specification(s). Please indicate what features, functions, etc. were missing in other items evaluated:

____ **C.** Available substitutes not acceptable because:

____ D. Substitution of supplier is not possible because supplier is:

____ The only known manufacturer or distributor

____ The only source for service

____ The only supplier that can deliver by: _____

____ Other: _____

____ E. Other Reasons:

Signature of Requestor: _____ Date: _____

Authorized Budget Administrator Signature: _____ Date: _____

Authorized Budget Administrator Signature (Print Name): _____

To Be Completed By Purchasing

____ Sole Source Justification Appears Appropriate

____ Sole Source Justification Appears Inappropriate

Buyer's Comments: _____

Buyer's Signature: _____ Date: _____