



**ST. JOHN'S  
UNIVERSITY**

OFFICE OF GRANTS AND  
SPONSORED RESEARCH

## 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.

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- 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:

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

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\_\_\_\_\_ **C.** Available substitutes not acceptable because:

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\_\_\_\_\_ **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: \_\_\_\_\_