



# 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:

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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: \_\_\_\_\_

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Buyer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_