

Sole/Single Source Memo

For use with all funding sources – State, Local, Grant, or Foundation

For requests \$20,000.00 - \$99,999.99

If request is above \$99,999.99, contact Purchasing for additional information

Department Name:
Requestor Name:
Budget Purpose #(s):
Supplier Name:
Dollar Amount:

TYPE OF PROCUREMENT: (Select one)

Sole Source: <input type="checkbox"/> Only one supplier is capable of supplying the required commodity or service based on below written justification.
Single Source: <input type="checkbox"/> Although two or more suppliers can provide the required commodity or service the department selects one supplier over another based on below written justification.

ITEM OR SERVICE DESCRIPTION & REASONABLENESS OF PRICE:

(Provide written explanation, technical reasoning and/or evidence of the claim)

I certify that statements checked and information provided above are complete and correct to the best of my knowledge. I understand that the processing of this single/sole source justification precludes the use of full and open competition.

DEPARTMENT SIGNATORY

SIGN: _____ DATE: _____

PRINTED NAME: _____ EMAIL: _____