## **C:\Users\srb59886\Desktop\Capture.PNG**Department of Strategic Sourcing

**SOLE SOURCE AND JUSTIFICATION FORM**

For equipment, material, supplies, or services with a PO total exceeding $10,000---if only one quote has been solicited or if you wish to purchase a product or service that is not the most cost effective, please fill out this form, attach it with your quote, and upload into your requisition routing in CUBuyPlus or service ticket located on the Sourcing webpage.

|  |  |
| --- | --- |
| **Date** | Click or tap to enter a date. |
| **Requisitioning Department** |  |
| **Authorized Initiator** |  |
| **Type of Material, Supplies and/or Equipment** |  |

**Justification:**

1. **If purchase is related to compatibility with existing equipment, then identify the item(s) and applicable asset tag number(s).**      **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Considerations (Place a check next to the one that best applies)**
3. Exclusive Rights…Item under patent secret process or copyright held by a single vendor and item possesses functions, secret process or capabilities critical to use.
4. Propriety Design…Item possesses a unique function or capacity critical in the use of the item and not available from any other.
5. Replacement Equipment…The purchase is for equipment associated with use of the existing equipment where compatibility is essential for integrity of results essential.
6. Replacement Parts…The purchase is for replacement parts in support of equipment specifically designed by a particular manufacturer.
7. Replacement Accessories…The purchase is for accessories sought for enhancement of existing equipment where compatibility with equipment from the original manufacturer is paramount.
8. Technical Service…The purchase is for technical services associated with the assembly, installation or servicing of equipment of a highly technical or specialized nature.
9. Continuation or Prior Work…Additional item, service or work required but not known to have been needed when the original order was placed with vendor or construction contractor (need original purchase order number).
10. Exclusive Capability…Only one vendor qualified (no other potential vendors known).
11. Other…Provide details.

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1. **Replacement Equipment, Parts or Accessories (Mark The One That Best Qualifies)**
2. The item is manufactured or produced by the supplier and the supplier solely distributes (sells) direct to the customer.
3. The item is produced by the manufacturer, but not sold directly to the customer by the manufacturer, and the manufacturer solely distributes the item through a single supplier in the world, United States, region, or identified market area.

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**Buyer Signature Initiator Signature**

**(Department of Strategic Sourcing) (Requesting Division, School or Department)**

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