*This form is intended to provide an explanation as to why competitive quotations should not be solicited*

For equipment, material, supplies, or services with a unit price exceeding $10,000---if only one quote has been solicited or if you wish to purchase a product that is not the least expensive, please fill out this form, attach it to your quote, and forward to the Purchasing Department.

Provide a thorough explanation of what makes this so different from every other product that we should not consider comparable products. If you have looked at and priced other products, please list them and include quotations. If there is no competitive product on the market (i.e. sole-source), please document that.

*All non-standard Information Technology purchases, including computers, servers, PDA devices, and instructional technology must be accompanied by this form and must be approved by the Division of Information Technology (DoIT).*

**If you have contacted other suppliers please list:**

1.  
2.  

**If the requested product is a repair part for, or accessory to, existing equipment please fill in the following:**



**Please provide a thorough explanation of your reasons:**

[Reasons for accepting a single source may include but are not limited to the following: unique specifications or requirements; continuing research experiments; comparison to published research; specialized training on or extensive experience with a particular model].

 

Department Chair/Administrator Date

 

Dean Area Vice President

 

DoIT Approval for I. T. purchases Date

**Forward this form, with quotations, to Purchasing. Indicate the requisition number.**

The final determination of source will be made by the Purchasing Department.

 

Buyer Date Director of Purchasing Date