



Procurement Services
 307 Tillman Hall, Rock Hill, SC 29733
 Tel: 803.323.2143 Fax: 803.323.2480

To document sole source and/or brand name procurement, justification is hereby provided for requisition.

Requisition #:		Sole Source <input type="checkbox"/> Sole Brand <input type="checkbox"/>
Requisition Date:		
Vendor's Name		
Vendor's Address		
Total Dollar Amount	\$	

Note: If the purchase does not exceed \$10,000, and if you can provide written evidence of 3 qualified bids for like products or services, a sole source is not necessary. Contact the purchasing department if you have questions.

The following are typical subjects that can trigger a sole source procurement. Please expand with as much detail as possible.

- No substitution in manufacturer (brand name/or model) is acceptable. This would be deemed a sole brand, not a sole source if it can be bid out to vendors that carry this specific product.
 - This is the only known product or equipment in the market place which will meet this specific need and is available from only one vendor. (List supporting information in "Additional Detail/Explanation" below.)
 - Components required must be the same brand/manufacturer as the installed equipment being repaired/modified. No other manufacturer's parts will meet the requirements. (List manufacturer/model #, age of equipment, original value, and current value in detail below.)
 - Requested equipment is essential in maintaining research continuity or to remain in compliance with established University standards. (List supportive information in "Additional Detail/Explanation" below.)
 - Equipment required must be compatible with the existing equipment being utilized in order to achieve efficient utilization and maintenance. This alleviates the needs for additional training or stocking extra repair parts and supplies. (List date and details of original purchase and the cost of additional training/parts if another brand is acquired in "Additional Detail/Explanation" below.)
 - This particular equipment is specifically required as a part of a grant. (Provide grant information in "Additional Detail/Explanation" below.)
 - Other (List reason on next page.)
1. Fully describe the purpose for which this product is needed and why this specific product is unique. Explain in detail how this need can best be satisfied.

2. Fully explain why the suggested vendor or brand is the only brand or source of supply to fill the requirement.

3. Describe how the suggested brand or vendor is able to fill the requirements.

4. Explain why no other vendors or brand can fulfill the requirements.

ADDITIONAL DETAIL/EXPLANATION

Requestor's Name:		Requestor's Title:	
Department Name:		Telephone #:	

Signature of Requestor _____
Date

Fax (2480) or mail this form to Purchasing Services, 307 Tillman Hall

Purchasing Review (Purchasing Use only)

Approved by Purchasing: _____ Approved by VP of Finance & Business _____