

Requisition Number \_\_\_\_\_

Date \_\_\_\_\_

Department \_\_\_\_\_

Requestor \_\_\_\_\_

Signature \_\_\_\_\_

Product or Service \_\_\_\_\_

Dollar Amount \_\_\_\_\_

Q1. Is this a sole source or single source purchase?  Yes  No

Q2. Do you have a quote to provide for the purchase?  Yes  No

Q3. What exception(s) describes the reasoning for this purchase, thus eliminating competition?

- (1) personal or professional services
- (2) product or service is unique
- (3) available only from a sole source (value analysis or technical data review)
- (4) based on established pricing agreement (time and material contract, blanket PO)
- (5) compatibility of equipment or supplies (*list equipment*)
- (6) item specifically required for use in conjunction with grant or contract
- (7) emergency repair service or repair parts, sense of urgency (*explain below*)
- (8) purchase based on previous bid or analysis (*submit copy of bid/analysis*)
- (9) delivery is the utmost importance (*time is of the essence*)
- (10) requirement is of a proprietary nature
- (11) other (*explain below*)

Explanation

---



---



---