

SOLE/PREFERRED PRODUCT/SOURCE REQUEST FORM

Item _____ PO # _____

Vendor _____ Fund Acct. # _____

University policy requires that competitive bids be obtained by Purchasing from at least three (3) qualified vendors, when available, for all orders totaling \$5,000 or more.

Any deviation from this policy requires written justification from the requisitioner to Purchasing **prior to commitment of an order**. If you believe there is justification to request, in lieu of competitive bidding, a specific product brand name, a specific manufacturer, or a sole or preferred supplier of a product or service, **you must print out this form, complete it, and send it to Purchasing at More Hall, Room 180(Fax: X2369).**

Your evaluation of the product and/or supplier, and their relevance to your research or work, must be detailed in the explanation section.

REASON FOR REQUEST (CHECK ONE)

SOLE PRODUCT/SOURCE: Only known product of its kind and/or only known supplier of the product. **PREFERRED PRODUCT/SOURCE:** Preferred product and/or supplier due to the overriding circumstances cited below.

CHECK ALL THAT APPLY (EXPLAIN REASONS BELOW):

- | | |
|---|---|
| <input type="checkbox"/> Uniqueness of a product (explain your research/work requirements and the relevance of the product). | <input type="checkbox"/> Critically important features (detail the features and your research of comparable items). |
| <input type="checkbox"/> Continuity of existing research/work. | <input type="checkbox"/> Product/service standardization. |
| <input type="checkbox"/> Repairs, replacement parts, or technical service available only from manufacturer or authorized distributor. | <input type="checkbox"/> Superior workmanship, design, quality, or performance. |
| <input type="checkbox"/> Only authorized distributor or service provider. | <input type="checkbox"/> Compatibility with existing equipment . |
| <input type="checkbox"/> Other. | |

Explanation:

Requisitioner's/ PI's Signature _____ Date _____

Purchasing Buyer's Signature _____ Date _____