

SOLE SOURCE JUSTIFICATION

Purchase Order/Contract No.:

Date:

Requesting Department:

Buyer:

Commodity:

Name of Contractor:

Expected Cost:

Initiated By:

Title:

1. Explain why this is the only product or service that can meet the needs of the purchasing agency.

2. Explain why the vendor is the only practicably available source from which to obtain this product or service.

3. Explain why the price is considered reasonable.

4. Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price for the taxpayers.

Procurement Director/Associate Director

Name (typed or printed)

Signature

Approved