

Justification of Sole Source Purchases**QUESTIONNAIRE**

This questionnaire has been designed by the Purchasing Department to aid the faculty and staff in relating information necessary in the processing of requisitions on a sole source purchase basis. Your cooperation in answering the questions listed below will assist us in handling orders expeditiously.

- 1) Is this item required for use in
Research? _____ classroom? _____ lab? _____ other? _____
- 2) What features or functions are proprietary to this item? How are these dimensions or performance characteristics essential to the accomplishment of your work?
- 3) List any company other than your suggested source who manufactures a similar item or manufactures and item with similar functions. Failure to complete this will result in rejection of sole source.
- 4) Why won't these competing products be satisfactory? Failure to complete this will result in rejection of sole source.
- 5) Will the item be used with existing equipment?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

If yes, - as a repair/replacement part
- as a component to be interfaced with the existing equipment
Give Brand and Model number of existing equipment.
- as an accessory of option?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

- to match existing equipment?
- for reasons of interchangeability?
- 6) Give any additional information you feel may aid the buyer in processing this requisition.

For Procurement Use Only

NAME (PRINT): _____

Approved:

SIGNATURE: _____

Director Signature: _____

PHONE NUMBER: _____