

## REQUEST FOR SOLE SOURCE PURCHASE

Complete and submit this form to request approval prior to submitting a requisition for a noncompetitive, sole-source proposal. Limit one proposal per form\*.

### Description of Request

Describe the items/services being purchased: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List a minimum of three (3) vendor names who have been contacted for these goods/services. Include phone numbers, and state the reason why they do not meet the department's needs.

*Attach all written communication/documentation/quotes.*

Vendor	Phone number	Reason
1.		
2.		
3.		
4.		
5.		

Provide a reason that this purchase is noncompetitive and/or sole-source. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Department requesting: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Director/Campus Principal Signature: \_\_\_\_\_

*For Purchasing Use*

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

\_\_\_\_\_

Purchasing Services Authorized Signature Date

*\*Completion and submission of this form satisfies the requirement in 2 CFR 200.320(f) for Federal Purchases*