ALABAMA AGRICULTURAL AND MECHANICAL UNIVERSITY PURCHASING DEPARTMENT

Request for Sole Source Justification

	Requisition No.	
VENDOR NAME & ADDRESS	TELEPHONE NO	
ITEM DESCRIPTION:		
JUSTIFICATION FOR SOLE SOURCE PR	ROCUREMENT:	
space provided, address the questions per	eline to support your sole/single source justification. In detail in the taining to your equipment. Submit this completed form, written quotes, an attachment to the purchase requisition.	
as unique capabilities, size constraints, po	and/or performance features, which are essential to your needs, such ortability, or instrument response time? If yes, list the technical reapecific brand, type or vendor of equipment, services, or supplies.	
2. List comparable products/services and phone number, model/catalog number, pri	I the reasons why they are not acceptable. Give vendor name, tele- ice and reason for rejection.	

Note: No Sole Source documentation will be approved without this official form including signatures by		
Vice President	Date	
Signature of Director/Department Chairperson/Dean	Date	
Signature of Principal Investigator	Date	
As the Principal Investigator, I certify that the above information is true and current to the	ne best of my knowledge.	
6. Determination that anticipated cost will be fair and reasonable.		
5. Explain in detail any additional determining factors that make this product unique. A support your statements.	Attach any documents to	
4. Is the requested item(s) essential in maintaining experiment continuity? <i>If yes, explaparchase of other goods or services would jeopardize research.</i>	ain and specify how the	
Is the requested item(s) an integral repair or replacement part/accessory compatible and available from the requested source only? If yes, list the existing equipment, man and serial number,		

the appropriate officials.