

Sole Source Justification Form

PI _____

Department _____

Grant Smartkey _____

Item Description _____

Vendor _____

University policy requires that competitive bids be obtained from at least 3 sources for all orders \$10,001 or more. Any deviation from this policy requires written justification and evidence **prior to commitment of an order**. This completed form should be submitted to the Grants Accounting Office.

Please indicate the reason for requesting a waiver from the competitive bidding process.

- A. Only known product of its kind
- B. Only known supplier of the product
- C. Subaward (please provide section of award document stating this vendor is to be used)
- D. Compatibility with existing software or equipment. (Please provide existing software or equipment details)
- E. There has been an unexpected emergency

Please describe in as much detail as possible the justification for the reason listed above. Please attach any documents to help support your justification.

I certify that the above statements are true and precise and that I have no financial or other beneficial interest in the Vendor.

Signature: _____ Date: _____