



Administrative Form 3340 (PUR-F202)
SOLE SOURCE REQUEST

Responsible: Purchasing Department

SOLE SOURCE SUPPLIER _____

REQUISITION # _____ PO# _____ \$ _____

ADDRESS _____ PHONE# _____

EMAIL _____

Check reasons for sole source request:

1. Proprietary: A private party or company holds the item under exclusive title, trademark or copyright. A propriety distributor-ship would also apply.

Sole Source: No other items are known to exist which perform the same function.

Other, please explain

2. Attach a letter from the distributor or manufacturer, on their letterhead, verifying the nature of the supplier's sole source status.

3. Describe the product/service:

4. Describe how the product/service is unique and one-of-a-kind.

5. Explain why the product/service is available from only one source.

6. Can your requirements be modified so that competitive products or services may be used?

Department or School Name: _____

Department Lead/Principal Signature: _____ Date: _____

Buyer: _____ Date: _____

Director of Procurement: _____ Date: _____