

Washburn University

Purchasing Office

Request for Sole Source Approval

Please fill in the following information. (Attach a separate page if room is not sufficient.)

Based upon generic specifications there is only one supplier for the requested goods and/or services;
What are the unique performance features of the product requested that are not available in any other product or brand? Why are the unique features/qualifications required? (For services: What are the unique qualifications this vendor possesses? Identify specific, measurable factors/qualifications.)

No other manufacturer's product will correctly interface with existing equipment;

The product must match existing equipment and is being purchased to provide uniformity for instructional or maintenance purposes:

The product must be compatible for research purposes because:

- *The main purpose of the purchase is to replicate specific experiments using the exact products that produced the original results; or,*
- *Collaboration with another researcher requires products identical to those being used by that researcher.*

Certification: *I am aware of the University requirements for competitive bidding and the established criteria for justification for sole source purchasing. As an approved department representative, I have gathered the required technical information and have made a concerted effort to review comparable/equal equipment. This effort is documented in this justification. I hereby certify as to the validity of the information and feel confident that this justification for sole source procurement meets the University's criteria and withstand an audit or a vendor protest.*

Requestor: _____ Department: _____

Date: _____

Supervisor Signature & Title

Concur Disagree Purchasing Staff: _____ Date: _____

Approved Denied Purchasing Director: _____ Date: _____