

Alfred University
Single/Sole Source Justification Form
(Justification for Proprietary Purchase Requests)

This questionnaire has been designed to assist faculty and staff in relating information necessary in the processing of requisitions for Single Source and Sole Source purchases.

Please attach additional page(s) as needed.

Name, manufacturer, and model number of item(s) to be purchased:

Source of purchase:

_____ Single Source - available from more than one source

_____ Sole Source - available from only one source

Name of source (minimum of one required):

Brief description of research or other project for which item(s) will be used:

Performance function proprietary to the item(s):

Why proprietary features/functions are necessary to accomplishment of research/project goals:

Will the item be used with existing equipment? Yes No

If yes:

- as an accessory or option? Yes No

- as a component to be interfaced with existing equipment? Yes No

- give brand and model number of existing equipment _____

Name other sources whose products have been evaluated and why they do not meet requirements:

_____ Department Authorized Signature
AccountNo. _____ Date: _____

_____ Procurement Services Approval

Updated 3/09