

Frostburg State University Procurement Officer Sole Source Justification

This form must be completed and attached to your requisition for any **Sole Source** purchase costing over \$25,000.00.

| De | partment: | |
|-------------------------------------|-------------------------------------|--|
| | te: | |
| Requisition Number: Vendor Name: | | |
| | | |
| Ve | ndor Address: | |
| | | |
| Δn | nount of Requisition: | |
| AII | nount of Requisition. | \$ |
| 1. | Why is no othr product | or service suitable to fit this need? |
| 2. | Why is no other contract | ctor/vendor suitable or acceptable for this procurement? |
| 3. | What would the result lunavailable? | be if this product or service is not obtained or becomes |

Procurement Office



Frostburg State University Procurement Officer Sole Source Justification

| Is the price fair and reasonable? | |
|--|---|
| If yes, how was determination made in regard to fair | ness of price? |
| Additional information or clarification? | |
| Signatures Required for Approval (Unsigned form | ns will not be processed): |
| Department Head | Date |
| Procurement Officer | Date |
| Agency Head/Designee (Over \$25,000) | Date |
| | Additional information or clarification? Signatures Required for Approval (Unsigned form Department Head Procurement Officer Agency Head/Designee |

Sole Source Justification Form: Revised 6/2006

Procurement Office