## **Justification of Sole Source Purchases**

## **QUESTIONNAIRE**

This Questionnaire has been designed by the Department of Procurement Services to guide faculty and staff in relaying information necessary to process requisitions on a non-competitive basis. Your cooperation in answering the questions listed below will assist us in handling such orders expeditiously.

1)	Is this item requested Research?	uired for use in Classroom?	Lab?	Other?		
2)	What features or functions are proprietary to this item? How are these dimensions or performance characteristics essential to the accomplishment of your work?					
3)	List companies similar function		uggested source	which manufactures a	similar item or a	an item with
4)	Why won't the	se competing produ	cts be satisfacto	ry?		
5)	Will the item b	e used with existing	g equipment?		Yes	No
	If yes:					
	- as a repair	r/replacement part?			Yes	No
	- as an acce	essory or component	t?		Yes	No
	- to match e	existing equipment?			Yes	No
	- for reason	s of interchangeabil	ity?		Yes	No
	If applicable, li	st Brand and Model	number of exis	ting equipment:		
6)	Give any additi	ional information yo	ou feel may aid	Procurement Services in J	processing this re	equisition.