

Single Source Purchases

Section 4:3 Revised 01/01/2001

On some highly technical items, there will be only one known source. Justification for a purchase of this type of item without competitive bidding must accompany the Purchase Requisition. The Justification Memorandum ([see Statement Justification Memorandum](#)) should be forwarded to the University Purchasing Director and should give the following information:

Name and address of the suggested supplier

Technical specifications which make the equipment unique

Names and addresses of other vendors who make similar equipment, and an explanation of how their equipment fails to meet required specifications

Copies of all correspondence including any vendor quotations received in the selection of the special equipment should also accompany the Purchase Requisition.

If the request exceeds \$200,000 in cost, it will be forwarded to the State Purchase and Contract Division for processing and, if justified, the request will be certified as "Single Source" and purchased without formal bidding.

If the Single Source request is under \$200,000 and, if properly justified, it will be processed by the University Purchasing Department without further off campus review.

This process is infrequently used since there is generally competition for almost any type of equipment or supplies used at the University.