

**Sole Source Justification – Goods and Services**

**(Exclusive Distributor – Option 1)**

(A Sole Source Justification may be made when there is clearly and legitimately a single source of supply)

**Option No 1:** UNIT PRICE ALONE IS NOT A REASON FOR SOLE SOURCE

1. **Purchase Requisition:** Click or tap here to enter text.
2. **Unique requirement or specific problem** -- **Requirements/functions features**:

Click or tap here to enter text.

1. **List companies contacted/brands investigated during vendor search (Minimum 3 vendors preferred)**

Click or tap here to enter text.

*The information provided is true and accurate for this decision and may be used for audit documentation.*

**Date:** Click or tap here to enter text.

**Name:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text.

**Email:**  Click or tap here to enter text.: