



**MOLLOY UNIVERSITY PURCHASING OFFICE
JUSTIFICATION FOR A SOLE SOURCE PURCHASE**

You are requesting that the Purchasing Office approve the attached Purchase Requisition for the acquisition of goods or services from one specific source/supplier. You are asserting that this one source/supplier is the only one who can meet your needs. Therefore, you must specify the reason(s) in detail below:

TO BE COMPLETED BY THE REQUISITIONER:

Name/Title: _____

Requisition No. : _____ Department Name: _____ Department No.: _____

COST/PRICE ANALYSIS (REQUIRED):

I. SOLE SOURCE PRICING: Molloy College requires an evaluation, as to the reasonableness of the price quoted. This evaluation should include vendor/pricing information for products of similar type.

II. A substitution of the requisitioned item(s) is not possible because: (check all that apply)

_____ A. The item must match existing equipment. Please indicate whether you are aware of any other item(s) that may match your existing equipment:

_____ B. No other known item meets the following specification(s): Please indicate what features, functions, etc. was missing in other items evaluated:

_____ C. Available substitutes are not acceptable because: _____

_____ D. Substitution of supplier is not possible because supplier is:

- _____ The only manufacturer or distributor.
- _____ The only source for service.
- _____ The only supplier that can deliver by: _____
- _____ Other: _____

_____ E. Other Reasons: _____

Department Authorized Signature: _____ **Date:** _____

To Be Completed By Purchasing:

- _____ Sole Source Justification Appears Appropriate
- _____ Sole Source Justification Appears Inappropriate

Purchasing office comments: _____

Purchasing Office Signature: _____ **Date:** _____