



Memorandum

To: All Departments

From: Purchasing

Re: SOLE SOURCE JUSTIFICATION DOCUMENTATION

Please submit a justification in sufficient detail so that a person not familiar with the situation could be expected to understand the need to forego the normal purchasing procedure. The justification can be typed on department letterhead. Consider the following questions when preparing the justification:

Do other companies make similar commodities that will do the same job or meet the same goals?

How is this item unique from all others?

What can this item do that the others can't?

Is there a copyright or patent on the commodity?

Is this item available from other distributors? IMPORTANT!

If the item is used for research, consider the additional questions:

What does the item do?

How will this purchase or failure to make this purchase have an impact on the research?

Thanks for your help in this matter.

Purchasing

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