

Purchase Amount: \$ _____	PR/PO Date: _____	PR/PO #: Account No: _____
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Name of Vendor:

Purchase is (check on or more, as may be applicable):
 Sole Source _____ Sole Acceptable Source _____ Sole Acceptable Brand _____ (if available from more than one source of supply, must be bid competitively through Procurement)

- 1. Detailed Explanation/Justification (an attached sheet may be added, if necessary):**
- a. I have thoroughly researched the purchase referenced above and determined that the vendor/brand is the only acceptable vendor/brand for the product/service that will fit the particular need.
 - b. The product/service is required to _____

 - c. Following is a list of the other vendors/brands considered for this purchase:

 - d. The vendor/brand was selected over other vendors/brands for the product/service because (cannot use cost as basis)

- 2. The price (s) contained in the attached quote is (are) determined to be fair, reasonable, and in the best interest of the College, based on one or more of the following (check as may be appropriate):**
- _____ Price based on list price in vendor's current catalog or price list
 - _____ Price is based on established GSA or Federal pricing
 - _____ Price is based on the current market price or value
 - _____ Item has been ordered before. Historically speaking, price is determined to be fair and reasonable.
 - _____ Other (Identify basis): _____

3. Was an educational or other discount received? _____ Yes _____ No
 If yes, identify percentage: _____%, and/or dollar amount of discount: \$ _____

I certify Under the Penalties of Perjury that the above Statements are True and Precise and that I have No Financial or Other Beneficial Interest in the Vendor.

_____ End User (Requester)*	_____ Account Administrator (if other than Requestor)
Date: _____	Date: _____

***Signature of the individual who claims the purchase is sole source/brand. This is the same individual who shall write the justification.**