

Justification of Sole Source Purchases**QUESTIONNAIRE**

This questionnaire has been designed by the Purchasing Department to aid the faculty and staff in relating information necessary in the processing of requisitions on a sole source purchase basis. Your cooperation in answering the questions listed below will assist us in handling orders expeditiously.

- 1) Is this item required for use in
Research? _____ classroom? _____ lab? _____ other? _____
- 2) What features or functions are proprietary to this item? How are these dimensions or performance characteristics essential to the accomplishment of your work? _____

- 3) List any company other than your suggested source who manufactures a similar item or manufactures and item with similar functions. _____

- 4) Why won't these competing products be satisfactory? _____

- 5) Will the item be used with existing equipment? _____ Yes _____ No
If yes, - as a repair/replacement part? _____ Yes _____ No
- as a component to be interfaced with the existing equipment _____ Yes _____ No
Give Brand and Model number of existing equipment. _____

- as an accessory of option? _____ Yes _____ No
- to match existing equipment? _____ Yes _____ No
- for reasons of interchangeability? _____ Yes _____ No
- 6) Give any additional information you feel may aid the buyer in processing this requisition. _____

NAME (PRINT): _____

SIGNATURE: _____

PHONE NUMBER: _____