



**UNIVERSITY OF THE VIRGIN ISLANDS
PURCHASING DEPARTMENT
SOLE SOURCE JUSTIFICATION FORM**

Requester Name: _____	Date: _____
Department: _____	Requisition - PO Number _____

SOLE SOURCE CONSIDERATIONS - (mark the one that best applies)

- A. ☐ **Replacement Equipment/Parts/Accessories** - The purchase is for equipment, parts or accessories for existing equipment where compatibility with original equipment manufacturer is paramount.
- B. ☐ **Technical Service** - The purchase is for technical services associated with the assembly, installation or servicing of equipment of a highly technical or specialized nature.
- C. ☐ **Exclusive Design** - The item is manufactured or produced by a vendor, who holds exclusive rights to the item, and solely transacts (sells) direct to the customer. (There are no dealers or distributors).
- D. ☐ **Other** - Vendor offered sale price, or extended a discount or other financial incentive to the University. Please attach substantiating documentation.

Vendor Name: _____	Contact: _____
Phone #: _____	Fax #: _____
E-mail: _____	

Needs Statement - Describe the product and/or service to be procured. Attach additional sheets if necessary.

The information provided herein is true and accurate to the best of my knowledge. I understand any false or misleading information may be considered a violation of the University of the Virgin Islands purchasing policies and procedures.

Requestor Signature: _____

Phone #: _____ Fax #: _____

For Purchasing Use Only

- ☐ Sole Source Justification is adequate. Purchase is authorized without competitive bidding.
- ☐ Sole Source Justification is inadequate. Requisition is returned to requestor.
- REASON:

- ☐ Sole Source Justification is inadequate. Proposals or bids will be solicited.

Purchasing Department

Date

**Lack of planning does not create the need for a sole source vendor.
This form does not apply to construction or construction related purchases.**