

Date \_\_\_\_\_

A&M (Requisition)# \_\_\_\_\_

**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 an 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 existing equipment?  YES  NO

Give Brand and Model number of existing equipment. \_\_\_\_\_

- as an accessory or 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: \_\_\_\_\_