

**JUSTIFICATION FOR SOLE SOURCE PURCHASE**

This questionnaire has been designed to assist staff in relating information necessary for the submission and review of sole source/sole brand purchase requisitions.

Departments requesting consideration and review of a requested sole source/sole brand procurement must provide the following information to the Purchasing Office:

Please provide:

1. **A description of the proposed purchase and the benefit of the purchase to UTSA**

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2. **The reason why the requested product/service is the only product/service that meets departmental requirements, and why competing products and/or services are not available.**

*(Example: The products will be incorporated into existing equipment and use of competing equipment will void the product warranty.)*

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3. **The reason why only the requested vendor can provide the product and/or services.**

*(Example: Service directly from the manufacturer is required to prevent voiding the current warranty)*

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Department or Division's Authorized Signature

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Date

If more space is needed, please attach additional page(s).

**Term of Purchasing Office Approval**

If the sole source or sole brand request is approved by the Purchasing Office, the approval will remain in effect throughout the current fiscal year and the immediate following fiscal year.