

BUSINESS AND FINANCE  
SOLE/SOURCE/BRAND APPROVAL

INSTRUCTIONS:

When a request is made for a non-competitive purchase and the specifications limit the bidding to one source and/or one brand or trade name, the requestor must include a written justification with the requisition. If the estimated price is \$100,000 or more, the sole source must also receive Chancellor's Office approval in accordance with Executive Order 615.

This a request for (please check one):

- SOLE SOURCE: Product or service is available from only one vendor. Item is one-of-a-kind and is not sold through distributors. Manufacturer is sole distributor.
- SOLE BRAND: Various vendors can supply the specified model and brand and competitive bids will be solicited for the requested brand only.

REQUISITION NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

ITEM DESCRIPTION: \_\_\_\_\_ EST. PRICE: \_\_\_\_\_

REQUESTOR'S SIGNATURE: \_\_\_\_\_

A separate page may be attached if additional space is needed.

1. What are the unique performance features of the product or brand requested that are not available in any other product or brand. (Services: What are the unique qualifications that this vendor possesses.)
  
2. Why are the unique features required? (Services: Why are these unique qualifications necessary to perform the service required?)
  
3. What other items or brands were evaluated, rejected, and why? Provide brand name, model, vendor name and contact, date contacted and prices quoted. A minimum of three vendors must be surveyed. (Services: what other vendors were evaluated, rejected, and why?)

APPROVED:      DATE: \_\_\_\_\_

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Cynthia Teniente-Matson  
Vice President for Administration and Chief Financial Officer