

SOLE-SOURCE/SOLE-BRAND PROPRIETARY JUSTIFICATION  
FOR  
PRODUCTS

**SAMPLE ONLY**

**Form needs to be filled out and submitted through the PeopleSoft Requisition System**

This questionnaire has been designed to assist faculty and staff in providing information necessary in the processing of requisitions for a sole-source/sole-brand or proprietary procurement. Please complete and forward to the Purchasing Office. If more space is needed, please attach additional page(s).

REQUISITION NO.: \_\_\_\_\_

1. Identify the features or characteristics that are unique to the requested product(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Briefly explain the need for the unique features or characteristics. (This explanation must address the critical importance of the unique features or characteristics as it applies to its intended use and/or purpose in your operation.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Will the item(s) be used with existing equipment?            YES    NO  
If YES, is the item(s) an inter-faceable component?        YES    NO  
List Brand/Model numbers of existing equipment: \_\_\_\_\_

4. Identify all other sources whose product(s) have been reviewed and why they are not satisfactory (Attach any quotes/proposals received from other sources, if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the above statements are true and correct, and that no other material fact or consideration offered or given has influenced this recommendation for a sole-source/sole-brand or proprietary procurement.

Submitted By: \_\_\_\_\_  
Printed/typed Name & Title

\_\_\_\_\_  
Department

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone No.