

**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 and 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 the existing equipment \_\_\_\_\_ Yes \_\_\_\_\_ No  
     Give Brand and Model number of existing equipment. \_\_\_\_\_  
     \_\_\_\_\_
- as an accessory of 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: \_\_\_\_\_