

Date \_\_\_\_\_

PVAMU (Requisition) # \_\_\_\_\_

**Justification of Sole Source Purchases**

**QUESTIONNAIRE**

This questionnaire has been designed by the Purchasing Department to aid the faculty and staff in understanding pertinent information regarding 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 the 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 : \_\_\_\_\_

State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and, (3) you are entitled to have the information corrected at no charge to you.