



**WEBER STATE UNIVERSITY  
Purchasing & Support Services**

**Sole Source Request**

Sole Source Procurement is an option only if a purchase requirement is reasonably available from a single supplier. A requirement for a particular item does not justify a sole source procurement if there is more than one potential bidder or offeror for that item.

PPM5-25e, IIIE 2 States: Sole source contracts--A contract may be awarded for a supply , service, or construction item without competitive bidding, when the Director of Purchasing, with the approval of the Vice President for Administrative Services or his/her designee, determine in writing that there is only one practicable source for the requisitioned item.

ATTACH THIS COMPLETED FORM TO THE PURCHASE REQUISITION WHEN SUBMITTING A REQUEST FOR SOLE SOURCE PURCHASE BY PURCHASE ORDER.

Department Requesting Authorization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Item(s) to be Purchased:

Approximate Cost: \_\_\_\_\_

Recommended Vendor or Contractor: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Federal ID# (TIN) or Social Security #: \_\_\_\_\_ (Must be 9 digits-numeric) (If SS#, must have person's name as it appears on social security card)

Type of Vendor: (circle one) 1-Corporation, 2-Medical Provider (all types), 3- Proprietorship/Individual, 4-Partnership, 5-Government-exempt, 6-other \_\_\_\_\_

SOLE SOURCE STATUS DETERMINED AS FOLLOWS: (List all vendors or contractors contacted and describe criteria used to determine sole source status of the one recommended -- CONTINUE ON REVERSE SIDE AND ATTACH ADDITIONAL PAGES IF MORE SPACE IS NEEDED.)

Requested By:

Approved:

Approved:

\_\_\_\_\_  
Dept Signature

Title:

Date:

\_\_\_\_\_  
Nancy E. Emenger

Director of Purchasing

Date:

\_\_\_\_\_  
Vice President

Administrative Services

Date: