

## SOLE SOURCE REQUEST FORM FOR GRANT PURCHASES

Item Description \_\_\_\_\_ Requisition # \_\_\_\_\_

Vendor \_\_\_\_\_ GL # \_\_\_\_\_

Competitive quotes or bids must be obtained for all orders totaling \$3,000 or more. Any deviation requires written justification and evidence from the requisitioner prior to commitment of an order. If there is justification to request, in lieu of competitive bidding, a specific product brand name, or a specific manufacturer of a product or service, please complete this form and attach it to the Purchase Request/Requisition. Your evaluation of the product and/or supplier, and their relevance to your research or work, must be detailed in the explanation section.

### REASON FOR SOLE SOURCE REQUEST

- ☐ Only known product of its kind  
☐ Only known supplier of the product.  
☐ Sub-Award/Sub-Contract – Use of specific vendor is identified as a requirement of the sponsored project award.  
☐ OTHER: \_\_\_\_\_

### CHECK ALL THAT APPLY (EXPLAIN REASONS BELOW):

- ☐ Uniqueness of a product (explain your research/work requirements and the relevance of the product).  
☐ Critically important features (detail the features and your research of comparable items).  
☐ Continuity of existing research/work  
☐ Repairs, replacement parts, or technical service available only from manufacturer or authorized distributor  
☐ Compatibility with existing equipment  
☐ Other – Explain below List Evidence Provided for Justification (include items such as committee research, responses from the vendors solicited, etc.)

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Budget Manager/PI \_\_\_\_\_

Name

Title

Signature \_\_\_\_\_ Date \_\_\_\_\_

I have reviewed the College's [Group Purchasing Organizations List](#) and have determined that there are no additional vendors for this product or service. Further, in signing this form, I certify that the above is true to the best of my knowledge. I also certify that I have read, and understand, Lewis & Clark's [Code of Ethics Policy](#), and that I will not purchase from, or influence others to purchase from, any entity from which I may gain a financial, employment, consulting or other business relationship.

Budget Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

Purchasing Manager Approval Signature \_\_\_\_\_ Date \_\_\_\_\_