

## SINGLE/SOLE SOURCE CERTIFICATION

Department:		Requisition #:	Dollar Amount: \$		
		fication will become a public docu ie, relevant, and clearly understand		therefore, you should be	
	<u> </u>	rsity Purchasing guidelines, the follohe items available from only one so		this request for authority	
prov	ided. Best Price alone can	m/service is unique or that the vend not be used for sole source. If the i	em/service is available from mo		
<b>A.</b>	Address:				
В.	Describe in lay language, what the item/service is and how it is to be used.				
C.	What feature or special condition of this commodity/service is unique or cannot be obtained from any other source?				
D.	Is this product being purchased directly from the manufacturer? YES				
E.	Prior to submitting this requisition, did you investigate other possible sources?				
	If Yes: 1) Did you obtain quote If Yes, attach copies.	es from the other sources?	Yes	□ No	
	2) Is this Vendor's pri	ce lower than the other sources?	Yes	□ No	
	If No, justify the additi	onal cost below.			
	F. Other Sole Source c	omments or explanations.			



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I / We, the undersigned, certify the above to be true and correct to the best of my / our knowledge and belief and the user and / or undersigned does not have a financial interest in the above-named vendor.

DEPARTMENT APPROVAL	PROCUREMENT APPROVAL		
I hereby certify the validity of the information and feel confident the Sole Source Certification will meet University	This acquisition is approved as a non-competitive purchase.		
criteria and would withstand any audit or vendor protest.	Public Posting Date:		
x 1/2/25	Public End Date:		
VP/Department Head Signature Date			
X			
Procurement Official Signature Date	X		
	Procurement Director/Delegate Signature Date		
X			
University Attorney Date			

Please Note: Failure to timely file a protest or failure to timely deliver the required bond or other security in accordance with the Board of Governors' Regulations 18.002 and 18.003 shall constitute a waiver of protest proceedings.