



CHAPMAN UNIVERSITY

Sole/Single Source Supplier Justification

Approved by EVP/COO (or Designee)

DATE: _____

SUPPLIER / PROJECT: _____

AMOUNT: \$ _____

PR / PO #: _____

By submitting this form, the end user is requesting that the above source is the only one to be considered and that the Purchasing Department may use the following information as a **sole/single source justification**. If accepted by the Purchasing Dept, a purchase order will be issued per this request.

To be considered as a **sole/single source**, and therefore exempt from any additional competitive bid process, one of the following conditions must be met:

Please check one box only

____ **Sole Source** - Single seller/supplier controls the supply of products or services in a defined market. These situations are usually the product of market conditions such as: technology leadership, patent protection, limited/exclusive franchise distributorship, mergers and acquisitions, etc.

____ **Single Source** - Supplier selection determined by objective business decisions such as: leveraged volume purchase contracts, standardization programs/systems, parts/services provided by "original equipment manufacturer", consistency of quality/batch control, "just in time" delivery requirements, etc.

NOTE: Supplier selection based purely on personal preference or subjective rationale will not be approved.

Please attach any additional explanation to substantiate your selection.

Notes / Comments: _____

Signature of end user/authorized department representative:

Name: _____

Dept. Name: _____

Signature: _____

Budget #: _____

Please forward or email signed form to: _____

Submit Completed Form With Your Requisition/Order