

## **Instructions for Sole Source Justification Form**

1. Type up form to include Vendor Name, Requisition Number, Service/Product being purchased, Dollar Amount.
2. You must check the reason for the Sole Source from line #1 - #8. Check all that apply.
3. You must include a justification memo for the Sole Source purchase.
4. Type in Dean's Name and VPA's name.

The sole source form must be attached with the justification memo and quote in one PDF attachment to an online Requisition.