



LOYOLA
UNIVERSITY MARYLAND

Office of Procurement

Single / Sole Source Justification Form

This form should be submitted for the purchase of commodities and services exceeding the amount of \$10,000 in cases where no competitive bids can be obtained. Once completed, email it (along with the related quote or invoice) in advance of the purchase as a .pdf attachment to Nancy Wright at nbwright@loyola.edu or attach it to the HoundMart requisition as an internal document.

Single Source [A Single Source is one of the multiple sources that can produce the desired item(s). It is the one source that is selected without competition for compelling and justifiable reasons.] or

Sole Source [A Sole Source is the *only* source available that can produce the desired item (s) because of exclusive control of patent rights, copyrights, proprietary processes, etc. or similar circumstances.]

Date: _____

Your Name, Department and Phone # _____

Vendor Name _____ Approximate Amount of Purchase \$ _____

Product Being Purchased _____ Date Needed By _____

Briefly describe what this product is, what it does and who on campus uses it.

Why is no other product or vendor suitable for this requirement?

Is the price being charged, fair and reasonable? How do you know?

What are the consequences of not making this purchase?

GL # or Account from which the funds will be encumbered / spent: _____

Is this a capital or restricted purchase? _____

The signature below authorizes this purchase to be made per Loyola's purchasing policies and procedures.

Submitted By: _____

Associate Vice President or Dean's Approval

Financial Authorization

Date

Please contact Nancy Wright at nbwright@loyola.edu or X1354 if there are any questions on this form or for assistance with any purchase. Please note that urgent requirements for single or sole source purchases caused by a lack of planning or the non-availability of funds will not normally be approved unless the benefits of expediting the request outweigh the harm of restricting competition.