

EXAMPLE FORM- Goods & Services

Based on "Unique Requirements" (Section 3).

Form Title:*	<input type="text" value="G&S Sole Source Example 2"/>	Form Owner: <input type="text" value="jbw hit"/>
(Create a short 5-10 letter title for this specific form) -TITLE SERVES AS UNIQUE IDENTIFIER FOR DEPT THAT IS FILLING OUT THIS FORM-		
Share With:	<input type="text"/>	
(Enter NETID of everyone -other than you- who will need access to this form; separate NETIDs by a comma.) -ALLOWS FORM TO BE SHARED/REVIEWED/APPROVED WITHIN DEPT THAT IS FILLING OUT THIS FORM-		

Sole Source Justification (Goods & Services)

Complete the Sole Source Justification Form for Goods and Purchased Services for purchases \$3,500 or greater.

Sole Source: Good(s) or purchased service(s) available from only one supplier. The good or service is one-of-a-kind and is not sold or available through multiple distributors.

Supporting documentation to be submitted to Purchasing Services as instructed in Section 5: "DOCUMENTS".

Required fields are marked *.

SECTION 1: IDENTIFICATION

6-DIGIT REQUISITION NUMBER:*

NAME OF SELECTED SUPPLIER:*

UNIQUE REQUIREMENT and INTENDED USE:
(Briefly state the unique good/service and its intended use)

Trane air conditioning unit upgrade part for Health Sc K-Wing.	<input type="button" value="↑"/> <input type="button" value="↓"/>
<input type="button" value="←"/> <input type="button" value="→"/>	

SECTION 2: BASIS FOR IDENTIFYING SUPPLIER AS SOLE SOURCE

Selection of sole source supplier is based on one of the following: (Check One) *

☒ Unique Requirements (Section 3)

(Section 4)

☐ Other Potential Suppliers Contacted

SECTION 3: UNIQUE REQUIREMENT(S)

Select the unique requirement from the dropdown list below. Then enter any required explanation information.

UNIQUE REQUIREMENT

Compatible with Current Equipment ▼

- ☐ Replacement Part / Repair Part
- ☐ Consumables
- ☐ Equipment Upgrade
- ☐ Other

CURRENT EQUIPMENT INFO:

Original / Prior PO: 123123

Property Number:
(of existing equipment issued by UW or other entity) UW Tag# 14357

Manufacturer: Trane

Model Number: AC123

Additional Info:

SECTION 4: REJECTION OF OTHER POTENTIAL SUPPLIERS

(Due to choice made above, Section 4 does not expand)

SECTION 5: DOCUMENTS

Supporting documents must be attached to this form electronically.

1. Click "Choose File" of "Browse" and select the document you wish to upload.
2. Select the supporting document category from the drop-down menu.
3. Click "Attach" to add the file to this form.

Attachments

Choose Document Category... ▼

Attach Document

[Trane Air Conditioner Quote.doc](#) Quote

SECTION 6: ADDITIONAL COMMENTS

Additional Comments:

Need part by 1/23/2012

SECTION 7: SUBMITTER'S SIGNATURE

By submitting this Sole Source Justification to Purchasing Services, the submitter named below certifies that the information provided is true and accurate for audit purposes.

Name: *

Full Email Address: *

Phone:

Save Submit

(Note: Once submitted, form cannot be modified.)