THE UNIVERSITY OF ARIZONA
FINANCIAL SERVICES
Purchasing

SOLE SOURCE JUSTIFICATION QUESTIONNAIRE

1. State what the item or service is and what it is going to be used for.

2. State the specific features or performance specifications that are essential or required.

3. Explain why the specific features or performance specifications are essential or required.

4. Please provide the name of vendors who can furnish similar products and which of these vendors were contacted, along with a description of the essential requirement(s) they can't furnish.

5. If your requirements involve purchasing a commodity that must be compatible with existing equipment and is available from only one source of supply, please provide explanation and purchasing information for the existing equipment.