EASTERN MICHIGAN UNIVERSITY
SOLE SOURCE/PROPRIETARY PROCUREMENT REQUEST
(Attach to a Requisition for Purchase for amounts exceeding $2,500)

TO: Purchasing Department
FROM: _____

REQUISITION FOR PURCHASE NUMBER: _____ DATED:_____

Check one:

_____ **Is this a sole source procurement?** "Sole Source" is defined as a product or service which is practicably available only from one source. **Please answer the 4 questions below and sign.**

_____ **Is this a proprietary procurement?** A proprietary specification restricts the acceptable product(s) or service(s) to one manufacturer or vendor. A common example would be specification by brand name which excludes consideration of approved "equals". Although all sole source specifications are proprietary, all proprietary specifications are not sole source. Proprietary items may be available from several distributors. If available, please attach a list of proprietary suppliers which might be used to assist in expediting this procurement. **Please answer questions 1 and 2 below and sign.**

A record of each sole source procurement is reported to the Vice President for Business and Finance. The following is a list of questions which will substantiate a Sole Source or Proprietary Procurement. It will help expedite processing if you will provide thorough and sufficient detail to clearly answer each of these questions. **Please use additional sheets and attach all additional information to this form if necessary.**

1. Briefly, what is the aim of the project in which this product or service will be used.

2. Why is this the only product or service that can meet the university's requirements? **Uniqueness? Compatibility? Integral component? Please explain in detail**.

3. Why is this vendor the only practicably available source from which to obtain this product or service?

4. What efforts have been made to obtain the very best price possible? Why do you feel this price is fair and reasonable?

_____ _____
Authorized Departmental Signature Date Buyer's Signature Date

_____
Director of Purchasing and Communications Date