­Sole Source Approval Request

### Requisition Number: Date:

Sole source procurement is permissible only when a determination has been made and approved in writing, that only one source exists for the required product or service in accordance with the requirements set forth in the CSU Integrated CSU Administrative Manual. The justification shall include the following information; use attachments when necessary:

1. State particular product and/or vendor chosen:
2. List the main performance features of the product or services:
3. List the unique performance features of the product you have specified that are not available from any other product or service provider (be specific):
4. Why are these specific performance features required to perform its intended function?
5. What other products have been evaluated, rejected, and why?

Submitted by: Department: Phone:

## Purchasing use only:

Dollar Value of Purchase:

Purchase Order Number:

## Not Approved: Name:      Date:

## Approved:

## Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Per Delegation of Authority, Strategic Business Services

Approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Per ICSUAM Policy, an acquisition of $100,000 or more must be approved by a Vice President of A&F

Approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Per ICSUAM Policy, an acquisition of $250,000 or more must be approved by the Chancellor’s Office