

Sole Source Approval

Purchase Order 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, Section 5206.100 and 5206.200. 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. None See #4

Submitted by:

Department:

Phone:

Purchasing use only:

Dollar Value of Purchase Order \$

Approved: Not Approved: By: _____ Phone: _____

Approved, Per Delegation of Authority: _____ Date: _____
Contract & Procurement Services

Approved, Per Policy Manual 5206, Section 200 _____ Date: _____
Acquisition \$100,000 or more must be approved by a Vice President of AFD

Approved, Per Policy Manual 5206, Section 200 _____ Date: _____
Acquisition \$250,000 or more must be approved by the Chancellor's Office