

**MIDWESTERN STATE UNIVERSITY
SOLE SOURCE/PRODUCT JUSTIFICATION FORM**

Complete this form when only one source is available for goods or services requested or when only one product will meet your needs. Respond to all questions that apply. The State requires we obtain a minimum of three bids whenever possible.

Requisitions No.: _____

Suggested Source: _____

Product/Service Description: _____

Estimated Price: _____

Explain the need for this product/service: _____

Will it interface with existing equipment: Yes No
If yes, explain what equipment and how it will work together: _____

Explain which part of this product/service restricts this purchase to one provider: _____

Explain why another brand or product will not meet your needs: _____

Is the requested product being used in existing departmental functions: Yes No
If yes, explain: _____

Additional information pertinent to justifying the purchase: _____

Have you researched the market to determine if another product will meet your needs: Yes No

Department

Signature/Title

Date