

Department of Mechanical Engineering

Sole Source Justification

Please use the sole source justification form for purchasing any equipment over $\$5000.00$ and/or on a	
fund 30 regardless of where the equipment is being purchased.	
Purchaser Name:	Department Approval:
Speedtype:	
Amount: \$	SPA Approval:
Supplier:	
Item Information: (name, catalog number, brief description of product)	
Needs Statement: Describe in detail the good or service to be pro	ocured and how it meets your needs.
Features Requirement: List the major features/capabilities that a design/performance features does this good or provider of the servi requirements? Provide a brief technical explanation as to why these	ice have that are essential to your

Other Vendors Contacted/Buff Surplus: Did you consider other goods or providers of services with similar capabilities? Indicate specific brands/models of competitors' products that were investigated. List contact information of company representatives talked to. Have you checked with Buff Surplus?