



University of North Carolina School of the Arts
Sole Source/Waiver of Competition Justification

Requisitions for items that are to be purchased from a specific vendor, where substitutes to the vendor or brand are unacceptable, must be accompanied by a written justification explaining the circumstances that make substitutes unsuitable.

This form should accompany your purchase requisition when sole source or waiver of competition is requested for goods or services exceeding \$2,500. Check the appropriate category below and furnish explanation.

- 1. The requested product is an integral part or accessory compatible with existing equipment. Existing equipment: _____ Manufacturer/Model No: _____
2. The requested product has unique design performance specifications or quality requirements which are essential to my research protocol or teaching needs and are not available in comparable items.
3. The requested product is essential in maintaining research continuity or to remain in compliance with established University standards.
Requested product is being used in continuing research experiments.
Other investigators have used the product in similar research, and for comparability research, I require it.
I have standardized the requested product and the use of another brand/model would require considerable time and funding to evaluate.
4. The requested product is one with which I (or my staff) have specialized training and/or extensive experience. Retraining would incur substantial cost in money and/or time.
5. Other factors (provide detailed explanation below-attach additional sheets as needed)

Explanation of Item(s) check above:

Three horizontal lines for providing an explanation of the checked item(s).

Signature: _____
Signature of Dean, Department Chair, or Director

Approved or Disapproved

Signature of Director of Purchasing Date