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JUSTIFICATION FOR PROPRIETARY (SOLE SOURCE) ACQUISITION

REQUISITION/CONTRACT NO. _____

This completed form must be included with each requisition/contact that provides for proprietary (sole source) acquisition of goods or services valued at a total amount of $2000 or more from state funds or $5000 or more from local funds. If more space is needed, please attach additional page(s).

1. **Unique Features.** Specify the unique features or characteristics of the goods or services that are requested:

2. **Special Needs.** Briefly explain why the unique specifications restrict the requisition to one manufacturer or providers:

3. **Other Sources.** State the reason or reasons why competing products are not satisfactory, e.g., a justification for the proprietary (sole source) acquisition:

I certify that the above statements are true and correct, to the best of my knowledge. I also certify that neither I, nor my family members, will gain or receive any additional benefit because I have recommended that this acquisition be obtained solely from a designated vendor or contractor.

Submitted by: _____ / _____
Signature of Individual Requesting the Proprietary Acquisition — Date

_____ / _____
Printed Name of Individual Requesting the Proprietary Acquisition — Date

College/Department/Division: _____

Signature of Division Administrator: _____ / _____
Date

For additional information, refer to section 2-21 of the State of Texas 1998 Procurement Manual, which may be accessed at http://www.gsc.state.tx.us/stpurch/2-21.html.

DO NOT WRITE BELOW THIS LINE
FOR OFFICE USE ONLY

Signature of the Director of Purchasing
Or the Director's Authorized Designee: _____ / _____
Date

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