

## SINGLE SOURCE CERTIFICATION

**DATE:** \_\_\_\_\_

Authority is requested to make the following purchase under the provision of USF System Regulation USF4.02010(IV)(A)(2)(b) as a non-competitive purchase available from only one source.

**ITEM(S):**

\_\_\_\_\_

**PRICE:** \$ \_\_\_\_\_ **FUND #:** \_\_\_\_\_

**VENDOR ID:** \_\_\_\_\_ **REQUISITION#:** \_\_\_\_\_

**VENDOR NAME:** \_\_\_\_\_ **PURCHASE ORDER #:** \_\_\_\_\_

**FEDERAL GRANT:** \_\_\_Y \_\_\_N

*Describe the equipment, commodity or contractual service and how it is to be used. Provide the justification for the single source (note price cannot be used for justification). Attach additional pages if necessary. The Justification should describe in lay language. The service/commodity and its intended use, The reasons the item is not subject to competition from other sources, The necessity for purchase, and why only this service/commodity has unique features or qualities that will accomplish the required needs of the buyer.*

\_\_\_\_\_  
**Purchasing Agent** **Date**  
Authority: USF4.02010(IV)(A)(2)(b)

\_\_\_\_\_  
**Approved by:** **Date**

**PUBLIC POSTING**

START DATE \_\_\_\_\_ END DATE \_\_\_\_\_

Last Modified: 05/10/2021